

Job Description

Job Title:	SENCO (Supported Internships)
Reports to:	Supported Internship Manager
Location:	Home based with nationwide travel
Purpose	The role will be to work with each SI site to ensure needs are identified and support strategies are correctly implemented for each intern on programme .

Main Duties and Responsibilities

1. Exercise a key role in assisting colleagues with the strategic development of SEN policy and provision
2. Support all staff in understanding the needs of SEN learners and ensure the objectives to develop SEN are reflected in the SI development plan and SIQAF
3. Monitor progress of objectives and targets for interns from tutors' plans and ILPs (Individual Learning Plans), evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvement
4. Analyse and interpret relevant SI, local and national data and advise colleagues on the level of resources required to maximise achievement
5. Liaise with SI staff, parents, external agencies and other stakeholders to co-ordinate their contribution, provide maximum support and ensure continuity of provision

Teaching and Learning support:

6. Support the identification of and disseminate the most effective teaching approaches for interns with SEN
7. Work with colleagues to develop effective ways of bridging barriers to learning through - assessment of needs - monitoring of teaching quality and intern achievement - target setting, including ILPs - developing a recording system for progress
8. Collect and interpret specialist assessment data to inform practice
9. Undertake day-to-day co-ordination of SEN interns' provisions through close liaison with SI staff, parents and external agencies
10. Work with colleagues to ensure all interns' learning is of equal importance and that there are realistic expectations of pupils
11. Consider the range of teaching strategies / equipment that could be utilised for interns requiring specialist provision

Leading and Managing:

12. Provide professional guidance to staff to secure good teaching for SEN interns, through both written guidance and meetings
13. Contribute to the appraisal process for identified staff
14. Advise on and contribute to the professional development of staff, including whole SI INSET provision
15. Provide regular information to the senior SI managers on the evaluation of SEN SI provision and the impact on improving outcomes.

Monitoring, Assessment, Planning and Tracking : To assist in the identification of interns' Special Educational Needs through observation in the classroom, individual screening and assessment of reports

16. Support tutors to set appropriate targets for Individual Learning Plans
17. To liaise with external agencies in regard to particular interns to ensure that the SI is providing appropriate support for the intern
18. To liaise with classroom tutors concerning the needs and progress of individual interns and to provide advice as appropriate about teaching strategies to assist particular interns
19. To interpret the recommendations of Educational Psychologist, Occupational Therapist and other reports and to disseminate them so that they are effectively implemented in the classroom
20. To use data generated by SI assessments effectively to inform future intern progress

Communication and Reporting:

21. To write reports for stakeholders on the interns receiving specific teaching
22. To liaise with parents and carers concerning intern progress and concerns, and concerning updates to the ILP, and to be proactive in communication about these issues
23. To make recommendations to parents concerning the use of external agencies for SEN

Professional Knowledge and Development:

24. To maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and of the SI's curriculum and policies
25. To participate in INSET provided for the SI and where appropriate to lead INSET on SEND issues

Other professional requirements :

26. Support annual reviews and attend / chair when necessary
27. Liaise with other SENCOs as required
28. The post holder may be required from time to time to undertake other duties within the SI provision as may be reasonable expected,

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p style="text-align: center;">Person Specification</p> <p style="text-align: center;">Job Title: SENCO (Supported Internships)</p> <p style="text-align: center;">(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Comfortable working remotely using a range of digital channels. (E) • QTS teaching qualification (E) • National award for SENCO co-ordination (NASENCO) (D)
<p>Experience</p> <ul style="list-style-type: none"> • Evidence of on-going professional development; attendance on courses, INSET, action research personnel study (E) • At least 2 years' experience as a class teacher with secure judgements of good and outstanding teaching (E) • Knowledge of relevant legislation - in particular of the SEN Code of Practice, equal opportunities and disability discrimination legislation and how these apply to learners with EHCPs as well as those without (E) • Knowledge of the range and type of interventions available and be able to apply these appropriately in the context of the SI's resources and the individual (E) • Knowledge of current educational issues and their relationship to the inclusion, behaviour support (E) • Experience of inter-agency work (D) • Experience of working in the employment and skills sector and delivering to specified targets, quality standards and compliance measures. (D) • Strong track record in achieving individual and team performance targets. (E)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Ability to provide professional support to staff teams and contribute to the work of other teams to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all interns (E) • Excellent written and oral communication skills (E) • Excellent presentation and inter-personal skills (E) • Excellent time and task management skills (E) • Ability to use data effectively in setting targets for interns and the provision (E) • Good administration, IT and organisational skills with good experience of using MS office software. (E) • Able to quickly identify problems, think flexibly and resolve issues. (E) • Solutions focused with ability to work under pressure (E) • Ability to work on own initiative and as part of a team. (E)

Personal qualities, communicating and relating to others

- Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results. (E)
- Effective negotiation and persuasion skills. (E)
- A strong track record of building and maintaining relationships. (D)

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at a enhanced level (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)