

Name of School/Academy	Coombe Bissett CE VA Primary School	
DfE number	126382	
Full Job vacancy title	SENCO 0.2 FTE 1 day per week Initial contract based on annual Fixed Term Basis	
Salary range	Main Pay Scale to Upper Pay Scale 1 (dependent on experience)	
Is a DBS required?	Yes	

Name of School	Coombe Bissett V.A. School
Full Job vacancy title	SENCO (0.2FTE) 1 day per week
Salary range	Main Pay Scale to Upper Pay Scale 1 (dependent on experience) (up to £40,625 <u>FTE</u> pro rata)

Job advert for a SENCO (0.2FTE) at Coombe Bissett CE Primary School

An exciting opportunity has arisen for a highly motivated, well qualified and experienced non-teaching SENCO to join our team here at Coombe Bissett CE Primary School on a part-time basis as from September 2023. We are looking for someone who is passionately committed to promoting inclusive education, who can ensure that all our pupils have access to the whole curriculum and have their individual needs met.

You are most welcome to visit our school. Please contact the school Business Manager; Mrs Allison Brown on 01722 718380 or email finance@coombebissett.wilts.sch.uk

Closing date: 12.00pm Friday 30th June 2023

Interviews: Monday 10th July 2023

Job description for Special Needs Co-ordinator (SENCO)

Job Purpose: The strategic implementation and development of the school's Special Educational Needs (SEND) provision. The SENCO will work closely with others and parents to support children who have Special Educational Needs and Disabilities with the aim of raising SEND pupil achievement and promoting inclusive practice across the school.

Main duties and responsibilities

Ensure effective leadership of SEND through:

- Ensuring that school policies and procedures are in line with the latest governmental SEND policies and regulations including the SEND Code of Practice
- Liaising with SLT and Governors, working alongside leaders to develop whole school priorities
- Developing a supportive culture around the ethos of inclusion
- Supporting all staff in understanding the needs of SEND pupils, through CPD and monitoring.
- Liaise with staff, parents/carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Support developments of SEND provision across the school
- Develop and oversee the implementation of the school's strategy for SEND
- Manage the SEND budget to effectively support Pupils with SEND

Identification of SEND ensuring:

- the accurate identification of SEND
- that the plan, do and review cycle is effectively implemented
- the barriers to learning are used to identify areas of need
- that quality first teaching and environmental factors are considered
- that contributions from parents are used at the heart of the process
- that a range of tools are used
- SEND register accuracy
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Provision for SEND:

- Ensure that curriculum goals are ambitious for pupils with SEND
- Ensure that the school carries out its statutory responsibilities regarding all students with an Education Health & Care Plan (EHCP)
- Ensure that QFT supports progress for pupils with SEND, learning is successfully accessed in the classroom, interventions support that learning.
- Ensure that resources (including staff) are effectively deployed to support progress and address barriers
- Ensure that tracking and monitoring processes are effective
- Ensure that provision is flexible and adaptable.
- Analyse and interpret relevant school, local and national data.
- Establish and promote inclusive practices across the school and be an advocate for pupils identified as LAC and PLAC
- Work with staff to develop effective ways of bridging barriers to learning
- Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies
- Ensure records are accurate and up-to-date.

Outcomes for pupils with SEND:

- Ensure that assessment systems are monitored and show good progress for pupils with SEND
- Ensure that transitions are effective
- Liaise with staff, parents/carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

Other professional requirements:

- Advise on and contribute to the professional development of staff, including whole school INSET provision and outreach training
- Provide regular information to the head teacher and governing body on the evaluation of SEN provision. Effective deployment of staff and resources
- Advise the head teacher and governing body of priorities for deployment of staff, and utilise resources with maximum efficiency
- Co-ordinate and manage the Annual reviews for pupils with EHCPs, SEND support plan monitoring and reviews.
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies;
- Work with external agencies to maximise resources made available.
- Manage and co-ordinate all Education and health care needs assessment requests and deployment of the Educational Psychologist, Inclusion outreach services and other agencies such as SALT, OT/PHYSIO, etc.

What do we look for? Are you someone who:

- has common sense
- is enthusiastic (with a positive mindset)
- shows initiative
- can keep calm (for your own benefit as well as everyone else's)
- can help both children's learning and emotional well-being
- have excellent communication skills
- can accept the support of colleagues
- can support others in the team.

What do we offer you?

- A fantastic working environment. The team is friendly and supportive – everyone is focused on supporting the children and each other.
- The children are delightful, the parents and community very supportive, and staff very friendly (and supportive & professional – can't mention that often enough).

Come and have a look; we would love to show you around our School – please phone (01722) 718 380.

If you can't visit, please just phone for a conversation and have a look at the website www.coombebissett.wilts.sch.uk where you will also find the details of how to apply electronically.

Coombe Bissett Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.