

Role Specification

Position:	Special Educational Needs Co-ordinator (SENCO)
Reports to:	Board of Directors
Responsible for:	Learners
Key Relationships:	Learners & Parent/Carer, Directors & ETF Group Staff Local Authority SEN team, ESFA, Jobcentre Plus Agencies, Schools, Colleges & Employers
Annual Leave:	28 days inclusive of statutory bank holidays
Place of Work:	Torquay- also required to work at other sites as directed (<i>Must be capable of travelling for business related purposes</i>)
Contract:	Permanent, Full Time, 37.5 hours p.w.
Salary Band:	£30,000 - £35,000
This role is subject to an enhanced DBS check with a 6-month probationary period.	

Overview:

This is an important senior manager role as it holds the major line of communication between the company and the young people and their circle of support. The SENCO will act as an internal customer, agreeing and purchasing services on behalf of learners with SEND (both 16-25 and adult funded). The postholder will advise the Board of Directors on national developments regarding SEND, teaching practice and methodologies and leadership initiatives, also advising and training staff (or source external support) on strategies to support learners specific SEND needs. The postholder will liaise with other relevant institutions and local authorities to plan inward referrals and post programme progression opportunities. The SENCO will manage their own time with change priorities and tasks from day to day for example:

- Prepare for and attend a local authority funding panel to agree learner packages
- Meet a young person and provide information, advice and guidance
- Advise delivery staff of SEND needs, learner specific adjustments and risk assessment
- Deal with a parental complaint and advocate on behalf of the learner with internal services
- Checking learner progress and providing feedback to operational staff to ensure outcomes for learners
- Acting as designated safeguarding lead (DSL) deal with a safeguarding (or PREVENT) issue and report appropriately
- Lead a person centred review and document process according to the local authority requirements
- Review “exam access” arrangement for an SEND learner

Key Objectives:

Objective	Measured by
• Timely EHCP reviews	<i>YETI data</i>
• Ensure high quality information advice and guidance (IAG)	<i>Observation of IAG, MATRIX</i>
• Achieve outcomes for people	<i>Progression/destination data/case studies</i>
• Utilise and grow high needs support (HNS) places	<i>Contract & Allocation</i>
• Achieve contract/budget outcomes and outputs	<i>Achievement, destination data, Contract reports, Budget reports, Statutory Compliance</i>

<ul style="list-style-type: none"> • Demonstrate high quality work 	<i>Audit, Accuracy, timeliness, local authorities, MATRIX</i>
<ul style="list-style-type: none"> • Demonstrate positive interpersonal relationships 	<i>Behaviours, feedback</i>
<ul style="list-style-type: none"> • Ensure staff have skills/support to meet SEND learner needs 	<i>Breathe Training record, Ofsted</i>
<ul style="list-style-type: none"> • Maintain excellent channels of communication and reduce complaints 	<i>YETI CRM, MATRIX, Third Party feedback, record of complaints, stakeholder meetings</i>
<ul style="list-style-type: none"> • Ensure a safe and healthy environment 	<i>Risk assessment, Safeguarding/Prevent records</i>
<ul style="list-style-type: none"> • Achieve a positive fun and interesting learning environment 	<i>Learner voice, feedback</i>

Responsibilities:

Educational Provision

- Act as the first and main point of contact for learners and their circle of support to develop an in-depth knowledge of the learner, family and programme issues. With an expectation of face to face and virtual meetings with
 - Learners (pastoral sessions)
 - Parent/carers
 - Agencies/third parties (YOT, Mental Health, Care Providers, Housing , etc)
 - Local authorities/Jobcentre Plus
- Provide Information, Advice and Guidance (IAG) to prospective and current learners with SEND
- Act as an internal customer, developing a learner brief for operational staff to match and cost
- Act as an internal advocate for learners with operational and support staff to ensure the learners outcomes are met
- Support the identification of and disseminate the most effective teaching approaches for individual learners with SEND yrs 16-25 and LLDD yrs 19+
- Work with staff to develop effective ways of bridging barriers to learning through:
 - Assessments of needs including writing of Reasonable adjustments and Access Arrangements
 - Monitoring of teaching quality and learner achievement
 - Target setting EHCP's PEPs, RARPA, ILP's etc
 - Keeping accurate records
- Collect and interpret specialist assessment data and inform practice.
- Undertake day-to-day co-ordination of SEND learners' provisions through close liaison with staff, parents, carers and external agencies.
- Co-ordinate and chair annual reviews of learners with an EHCP, liaising with local authority and other stakeholders
- Attend local authority Funding Panel meetings, to secure funding for young people.
- Work with marketing to generate case studies to promote ETF work and outcomes

Personnel

- Take part in appraisal, supervision and performance management for your area of responsibility.
- Advise on and contribute to the professional development of teaching staff.
- Create and deliver staff training ensuring best practice for SEND learners and support.

Quality

- Undertake assessment for your area of responsibility, and support:

- Team and standardisation meetings
- Contribute to Self-assessment and QIP
- Assist with gaining and maintaining MATRIX and other standards within ETF Group
- Manage a quality improvement system for annual reviews of learners with EHCP's

Facilities

- Ensure all work is undertaken in accordance with health and safety rules and policies, generating and reviewing risk assessment.
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting objectives.

Finance & Administration

- Provide live and timely information to SMT and Board or Directors
- Ensure your administration and documentation is accurately completed within the required timeframe:
 - including pursuing student absence, progression, achievement of goals, learner destinations and any other related administration as deemed appropriate.
 - EHCP Reviews documents are submitted to Local Authorities in a timely manner
 - Track progression and destination of learners during and after completion of ETF Group provision
 - Analyse and interpret relevant ETF, local and national data
 - Ensure contract requirements are fully delivered, reporting progress to the Board of Directors as required
- Manage a delegated budget, setting a forecast and monitoring this as required by the Board of Directors

General

- Attend meetings and conferences within a network of professional contacts as required
- Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection, Safeguarding/Prevent duty and the promotion of Equal Opportunities at all times
- Travel as required for business to support other ETF establishments, community-based delivery and to meet wider business needs.
- Maintain and promote your workplace as a clean and healthy environment
- Undertake any other duties required by senior management.

Safeguarding

- Responsible for maintenance of policies related to safeguarding and the PREVENT duty
- Act as designated safeguarding lead DSL
- Oversee staff Safeguarding and Prevent training
- Support wider safeguarding team
- Report to the Board of Directors on safeguarding/PREVENT training and activity

ETF is committed to safeguarding and promoting the welfare of learners, including children and vulnerable adults and expects all staff and volunteers to share this commitment.

Person Specification	Essential	Desirable
Qualifications		
Cert Ed (Level 5), DTLL's, PGCE or equivalent (within 3 years be working towards achieving QTLS)	✓	
National Award for Special Educational Needs Co-ordination (or willing to undertake)	✓	
Level 4 Information Advice & Guidance (or willing to undertake)	✓	
Assessors Award or equivalent (or willing to undertake)	✓	
Verifiers Award or equivalent (or willing to undertake)		✓
Literacy/Numeracy level 2 or equivalent	✓	
First Aid at Work		✓
Skills & Experience		
At least 3 years' experience in a SENCO or senior educational role	✓	
At least 3 years' experience of working with SEND learners	✓	
Experience of supporting Maths & English	✓	
Experience of working to company policies	✓	
Experience of staff management		✓
Ability to maintain accurate records and administration	✓	
Excellent presentation and communication skills	✓	
Excellent time management	✓	
Excellent ICT skills, particularly Office 365 and using web-based apps	✓	
Ability to travel for work as required	✓	
Ability to inspire and motivate people	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
Knowledge of Examination Access and Reasonable adjustments	✓	
Knowledge of Learning Funding Systems	✓	
Knowledge of SEN Code of Practise and EHCPs	✓	
Personal & Work-related attributes		
Creative/Imaginative thinker/teacher	✓	
Demonstrate positive behaviours at all times	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate excellent negotiating skills	✓	
Demonstrate an assertive approach to negotiations	✓	
Work calmly under pressure	✓	
"Can-do" self-motivated attitude	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	