



## Job Description and Specification

**Job Title:** Teacher of Inclusion and SENCO  
**Pay Scale:** Teacher Mainscale Outer London

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### **Role and Purpose**

The role of the Teacher of Inclusion/SENCO is important both to the strategic development of the school as well as the effective management of the school's operational functions. The Teacher of Inclusion/SENCO is expected to operate within the agreed management system of the school, subject to the direction of the Assistant Headteacher of Inclusion/SENCO.

The Teacher of Inclusion/SENCO is expected to make a significant contribution to the core purpose of our school which is to ensure that all our students achieve their best academic potential. The Teacher of Inclusion/SENCO will promote high standards for all students and a positive ethos within the school.

### **Principal Responsibilities:**

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- Maximise student participation and attainment.
- Raise awareness and understanding of SEN strategies across the school to enable teachers to be more effective in teaching students on the SEN register.
- Co-ordinate strategies to achieve identified school improvement.
- Support SEN admissions and assessments, disseminating information to Head of Faculty's and Head of Years and monitoring provision.
- Evaluate and report on the effectiveness of additional specialist support, suggesting areas and strategies for improvement.
- Lead professional development through example; support and co-ordinate the provision of SEN professional development for staff in school.
- Use financial and resource management innovatively and wisely.
- Build effective links with relevant groups in order to develop plans to meet output targets.
- Work with Head of Faculty's, Head of Years, parents, community groups, schools, local and national bodies, teaching and non-teaching staff, LA SEN support team.
- Ensure effective and timely communication/consultation, as appropriate, with Governors, SLT, teaching staff, support agencies and the parents of students.
- Represent the school's views and interests as relevant meetings.
- Promote the raising of students skills and attainment across the curriculum.
- Take appropriate action on issues arising from data, systems, policies and reports.
- Ensure that SEN quality procedures meet the requirements of the SDP.

### **Other Responsibilities**

- To liaise with social care and the early help team as appropriate.
- Contribute to faculty reviews, school development plan and formal reports to Governors.
- Being a role model for both students and staff and being a presence around the school.
- Management of the SDAs in the absence of the Assistant Head of Inclusion and 2<sup>nd</sup> in Inclusion Faculty.

### **Professional Attributes**

- Effective communication with parents, students and staff.



- The ability to think creatively and strategically.
- Ability to plan, organise and prioritise so that time is used effectively.
- Ability to plan ahead, identify problems and offer solutions.
- Deal with risk and uncertainty.
- An ability to listen, reflect and have the capacity to be flexible.
- A commitment to continuing own professional development.

## **Personal Attributes**

- A passion for teaching and learning.
- A commitment to achieving the best for young people regardless of their social background or ability.
- Resilience and optimism in the face of challenges.
- Integrity.
- Attention to detail.
- Decisiveness, consistency and an ability to focus on solutions.
- Courage and conviction.
- Ability to deliver a consistent approach with regards to discipline.
- Stamina to cope with the role.
- A good sense of humour.

*Redden Court School is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people.*

<b>SKILLS and ABILITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED BY</b>
Communication skills, oral, written to a variety of audiences.	✓		Application & Interview
The ability to deliver well planned, organised and innovative lessons/interventions	✓		Interview
Proficiency in the use of ICT and the software programmes used in school.	✓		Application
<b>OTHER ATTRIBUTES</b>			
Ambitious and committed to own professional development.	✓		Interview
The ability to deal effectively with students, parents and all stakeholders.	✓		Interview
To be flexible when working within Inclusion and be able to prioritise workload efficiently.	✓		Application & Interview
Understanding of Child Protection procedures	✓		Interview
Team player and highly motivated.	✓		Interview
An understanding of the needs of SEND children	✓		Interview
<b>QUALIFICATIONS and EXPERIENCE</b>			
Qualified Teacher Status	✓		Evidence of qualification



# REDDEN COURT SCHOOL

*Committed to Success for All*



Nationally recognised SEND qualification		✓	Evidence of qualification
Evidence of further professional development which demonstrates an understanding of the current issues impacting on SEND provision	✓		Application & Interview
Proven track record of raising achievement through outstanding classroom practice.	✓		Application
Evidence of relevant continuing professional development, including for example NPQH.		✓	Application