

Springwood Primary School



SENCO

Job Description

Person Specification

Information about Springwood Primary School

Springwood Primary School has three locations within Salford. Pupils who are Nursery - Y2 age attend our Craig Hall Site in Irlam, those who are Y2-Y6 attend our site in Swinton. Depending on pupil need and peer group, the decision is made annually as to which children transfer at Y2. Additionally we have a small group of pupils based at our Hub in a local primary school.

We currently have 340 planned places and cater for pupils with a wide spectrum of Special Educational Needs and Disabilities. Despite being split across three sites, the school is a cohesive learning environment with the same provision and expectations across the whole school. Staff work collaboratively across all sites and the Leadership Team are responsible for all sites, although each member of staff does have a specified main base.

Springwood is a founder school of the LINK Education Trust, a collaborative group of schools from across Salford who work together to improve outcomes for all pupils.

Vision Statement

Springwood Primary School provides a safe, stimulating environment in which all pupils have the opportunity to succeed

At Springwood we respect each other, our pupils and their families. We have a curriculum that is meaningful, inspiring and enjoyable, promoting achievement for all. Through carefully planned holistic learning, pupils are enabled to achieve their best.

Springwood Primary School's mission statement is Believe, Enjoy, Succeed, Together.

At Springwood BEST is embodied through everything that we do.



THE LINK EDUCATION TRUST	JOB DESCRIPTION
SCHOOL: Springwood Primary School	

JOB DETAILS	
Job Title:	SENCO
Grade:	L5 – L11
Directly responsible to:	Head teacher
Hours of Duty:	STPC
Primary purpose of the job:	<p>To oversee the administration and completion of all EHCP reviews across Springwood Primary School.</p> <p>To fulfill statutory responsibilities with regard to the EHCP process.</p> <p>To work alongside LA representatives to ensure 'The Hub' process works effectively.</p>

Main Duties and Responsibilities/Accountabilities:	
1.	Ensure all pupils have an EHCP review within the statutory timeframe.
2.	Train staff in the use of the EHC Hub.
3.	Quality assure all EHCPs prior to sharing with parents ensuring pupil objectives are appropriate.
4.	Liaise with the Assessment Coordinator.
5.	Be the key point of contact for professionals in relation to EHCP outcomes and reports provided (including SaLT, Physio, OT).
6.	Maintain overview of Y7 destinations based on annual review information.
7.	Complete statutory assessments for pupils new to Springwood where they do not have an EHCP.
8.	Chair reviews and complete record of review reports.
9.	Work alongside the admin team to ensure all reviews are scheduled and relevant stakeholders are invited.
10.	Maintain an up to date knowledge of the range of approaches and strategies used to meet the needs of children and young people with SEND.
11.	Oversee Children Looked After ensuring school's statutory duties are fulfilled.
Leadership and management	
12.	Coordinate and support the EHCP process.

13.	Support staff members to understand the needs of pupils in their class.
14.	Promote a safe and secure learning environment for pupils. Action improvement plans where necessary.
15.	Provide professional guidance to staff to secure good quality teaching for pupils.
16.	Guide staff in recognising and fulfilling their responsibilities to support pupils with SEND.
17.	Contribute to the performance management process of TAs.
18.	Contribute to curriculum planning to ensure that it reflects the needs of all pupils.
Communication	
19.	Contribute to leadership meetings sharing information with the key stakeholders.
20.	Ensure staff are aware of developments with regards to SEND provision and policy.
21.	Develop and maintain effective relationships with parents, colleagues, the Trust board and the local community.
22.	Develop and maintain links with the LA advisory and support services.
Recording and assessment	
23.	Ensure the school's administrative work for EHCPs is effectively completed.
24.	Work with teachers to set challenging, purposeful targets for raising achievement amongst pupils.

The Post holder will:	
1.	Retain an up to date knowledge of the National Curriculum and Code of Practice.
2.	Carry out assessments and keep accurate records of progress.
3.	Organise and maintain records of the work that has been undertaken.
4.	Liaise appropriately with external agencies.
5.	Attend and contribute effectively to SEND and Multi Agency case reviews as appropriate.
6.	Offer appropriate support to classroom teachers and all school staff through discussion, resources and training.
7.	Advise and signpost staff to relevant SEND resources.
8.	Liaise appropriately with parents and carers.
9.	Be actively involved in all relevant CPD opportunities.
10.	Be able to work across all three sites of Springwood Primary School.
11.	Undertake the tasks and duties necessary for Performance Management.
12.	Undertake any other duties, commensurate with the level of the post.

Methods of Working:

The post holder will be expected to:

1.	Adopt a collaborative style of leadership and encourage team working.
2.	Take an active role in self review against agreed priorities and targets.
3.	Undertake any necessary training associated with the duties of the post.
4.	Comply with the Trust's equal opportunities and environmental policies.
5.	Comply with all health and safety policy and legislation in the performance of their duties and responsibilities.
6.	Maintain confidentiality and observe GDPR and associated guidelines where appropriate.
7.	Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of the responsibilities of the post.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

PERSON SPECIFICATION			
Job title	Grade	School	Location
SENCO	L5 – L11	Springwood Primary School	Springwood Primary School (all sites)
Note to applicants: The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.			

Criteria	Essential	Desirable
Training	1.1 Qualified Teacher Status 1.2 Hold the NASENCo qualification or have a commitment to achieve the SENCo NPQ within 3 years of appointment.	<ul style="list-style-type: none"> Additional qualification or training in SEND
Experience	2.1 Outstanding track record of teaching and classroom management within the primary age range including EYFS/KS1 or KS2. 2.2 Experience of teaching pupils with SEND. 2.3 Experience of using interventions known to be effective in supporting children in SEND. 2.4 Proven ability in managing inclusion of children with SEND. 2.5 Experience of, and commitment to, supporting and delivering effective safeguarding procedures. 2.6 Experience of delivering CPD within school through staff meetings. 2.7 Sound knowledge of the SEND Code of Practice.	<ul style="list-style-type: none"> Knowledge of relevant SEND literature including recent legislation and national guidance Experience of multi-agency engagement and coordination. Experience of delivering CPD to a broader audience. Experience of chairing and recording Annual Reviews of EHCPs.
Understanding, Knowledge and Skills (General)	3.1 Excellent classroom practitioner.	<ul style="list-style-type: none"> CPD related to SEND, for example, TEACCH, Intensive Interaction, ASD.

	<p>3.2 Knowledge of appropriate curriculum for all pupils.</p> <p>3.3 Outstanding organisational and time management skills; the ability and professional confidence to prioritise, work independently and meet deadlines.</p> <p>3.4 Ability to work effectively with minimal supervision.</p> <p>3.5 Ability to initiate and maintain positive and productive relationships with children, parents, Trust members and colleagues.</p> <p>3.6 Understanding of the functions of behaviour and knowledge of a range of strategies to provide support.</p>	<ul style="list-style-type: none"> • Knowledge of a range of assessment tools to inform support and evidence progress.
Understanding, Knowledge and Skills (role specific)	<p>4.1 The ability to support, motivate, coach and develop colleagues.</p> <p>4.2 Ability to work in close partnership with schools and settings, offering advice and support whilst challenging thinking and expectations.</p> <p>4.3 The ability to inspire others and work together as a team.</p> <p>4.4 Understanding of the use of effective strategies to develop emotional literacy in pupils with SEND.</p> <p>4.5 Understanding of how the learning environment influences learning and emotional well-being, for pupils with SEND.</p> <p>4.6 Ability to work effectively with professional colleagues from schools and other agencies.</p> <p>4.7 Ability to use ICT to analyse the effectiveness of the service and look for patterns and trends.</p> <p>4.8 Knowledge of the role of other agencies.</p>	<ul style="list-style-type: none"> • Experience of delivering high quality CPD to other professionals. • Confident use of Excel for group analysis.

Professional Values	<p>5.1 High expectations of self and others.</p> <p>5.2 Commitment to teamwork at all levels.</p> <p>5.3 Willingness to contribute to trust development.</p> <p>5.4 Keen interest in own CPD</p>	<ul style="list-style-type: none"> • Willingness to continue with professional development.
Personal Qualities	<p>6.1 A commitment to equal opportunities and empowering others.</p> <p>6.2 Excellent communication skills, both written and verbal.</p> <p>6.3 Excellent time management and organisation skills.</p> <p>6.4 An ability to manage and prioritise a demanding workload, and that of others.</p> <p>6.5 A flexible approach towards working practices.</p> <p>6.6 The ability to work as both part of a team and independently.</p> <p>6.7 An ability to work with pupils and their families in a sensitive and positive way.</p> <p>6.8 An ability to establish and maintain professional working relationships.</p> <p>6.9 High levels of drive, energy and integrity.</p> <p>6.10 Demonstrate leadership qualities, e.g. assertiveness, confidence, resilience.</p> <p>6.11 An ability to model good practice and engage in self-reflection.</p> <p>6.12 A commitment to improve current skills and demonstrate a willingness to develop further.</p>	

	<p>6.13 A commitment to contributing to the wider school community.</p> <p>6.14 Flexible, reliable, enthusiastic and patient.</p> <p>6.15 Inspiring and influential.</p> <p>6.16 Able to take control, lead and manage situations.</p> <p>6.17 Consistent in modelling good practice and behaviour.</p>	
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Springwood Primary School

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Swinton
Manchester
M27 5LP

 0161 778 0022 Opt. 1

Springwood Primary School

Craig Hall
Preston Avenue
Irlam
Salford
M44 5XB

 0161 778 0022 Opt. 2

Springwood Primary School

The Hub
Summerville Road
Salford
M6 7HB

 0161 778 0022 Opt. 3

Website: [Springwood Primary School](#)
Facebook: [Springwood Primary School Facebook](#)
X: [Springwood X Account - @SpringwoodSch](#)

Written March 2024