

## **JOB DESCRIPTION – SENCO - (Maternity Cover – Up to 14 Months)**

<b>SALARY SCALE:</b>	M5 + SEN2 – U2 (£40,506 - £45,760) Inner London, depending on qualifications and experience.
<b>HOURS:</b>	<p>Your normal working week is 5 days per week, Monday to Friday. The school will be open from 7.30am to 6pm during term time and until 8.30pm for Governors' and parents' meetings. You will be expected to work a minimum of 37.5 hours per week during these times as required by the Heads of School. In addition you will be eligible for a thirty minute lunch break which will not count towards your working hours.</p> <p>Variations may be introduced to meet changing needs; however, these will only be introduced after consultation with you.</p>
<b>REPORTS TO:</b>	Heads of School
<b>LOCATION:</b>	Park House School, 48 North Side, Wandsworth Common, SW18 2SL or Tram House, 520 Garratt Lane, London SW17 0NY
<b>PROBATIONARY PERIOD:</b>	Six months
<b>HOLIDAY:</b>	The school year for pupils is approximately 40 weeks. The SENCO's holiday entitlement will be taken outside the six school half terms as approved by the Governing Body. Some working time within school holiday periods is required.
<b>SICK PAY:</b>	In accordance with the BeyondAutism sickness absence policy.
<b>OTHER BENEFITS:</b>	Pension: Teacher's Pension Scheme
<b>SUPERVISION OF:</b>	Designated Safeguarding Persons

### [About BeyondAutism](#)

BeyondAutism is a registered charity dedicated to launching lives through education and training. Using specialist teaching methods we make breakthroughs in communication that dramatically improve a child's ability to cope and make sense of a confusing world. We empower people with autism to live fuller lives and we enable families to cope, so that they

can see beyond to a brighter future. In addition to running BeyondAutism Schools, BeyondAutism also offers outreach, training and consultancy services.

### About BeyondAutism School

BeyondAutism School is an independent special school for children and young people aged 4-19 with autism. BeyondAutism School's offers a structured programme of intensive intervention, applying the scientific principles of Applied Behaviour Analysis (ABA) and Verbal Behaviour (VB) to deliver the National Curriculum and teach functional communication and life skills; empowering our pupils to lead rewarding lives and fulfil their potential.

### Core Purpose of the Job

- Responsible for developing and leading the pastoral care of all pupils at BeyondAutism Schools.
- Lead on all matters relating to pastoral care, pupil welfare, first aid and to be the school's Designated Safeguarding Lead.
- An active member of School's Senior Leadership Team
- Lead and take an active role in the delivery of the Education Health and Care Plan meetings as well as the Annual Review process, driving forward and recording pupil outcomes
- Lead and support a team of Designated Safeguarding Persons and first aiders embedding safeguarding systems and processes within the wider school and organisation.
- As part of the senior leadership team, support the Heads of School in the day to day leadership of teaching and learning, using the principles of ABA/VB and drawing on other therapies which support learning and the development of the PSHE curriculum, in accordance with the policies approved by the Trustees and Governors.
- Support the Heads of School in developing positive relationships with parents, outside agencies, including Local Authorities.

## Main Duties and Responsibilities

### Leadership of BeyondAutism School

Support the Heads of School in:

- Providing strong day-to-day management for school staff: teachers, ABA professionals, support staff and allied health professionals, underpinning a positive, open and supportive performance based culture, which identifies, promotes, encourages and rewards the highest standards of educational practice at BeyondAutism Schools.
- The development and operational management of BeyondAutism School's pastoral care. Ensuring that the ethos and environment of the school at all times fulfils the mission of BeyondAutism to transform through education the lives of children and young people by achieving the highest standards of educational practice available.
- Contributing to the school development plan for approval by Governors and implementing the objectives within the resources available; monitoring and reporting

on the operational performance of pastoral care throughout the whole school across all teams and report back to the Heads of School, CEO, the Governing Body and Trustees.

- The process of school self-evaluation with particular reference to the current inspection framework and act upon the results of such evaluation.
- Ensuring that the school has all the necessary policies and procedures as required by the regulators, Trustees and Governors and that these are implemented and regularly reviewed in line with outstanding safeguarding practices.
- Exercise executive responsibilities delegated by the Heads of School. These include the responsibility to make decisions and to give advice and make recommendations for action.
- Deputise for the Heads of School in the event that either or both are absent
- Undertake any other duties consistent with this role as reasonably directed by the Heads of School.

## Pupil Progress and Welfare

As delegated by the Heads of School:

- Lead and manage policy development and implementation in relation to pastoral care, welfare of pupils, child protection and safeguarding.
- Lead and manage the emotional support, pastoral and medical care of pupils.
- As the school's Designated Safeguarding Lead, liaise with appropriate outside agencies as necessary regarding the welfare of pupils and child protection and oversee the work of the safeguarding and first aid teams.
- Ensure the highest standards of confidentiality within the Pastoral Team (including the Designated Safeguarding Persons and First Aiders) and the Senior Leadership Team in all matters related to pupil information.
- Maintaining accurate and detailed written records of all aspects of their work.
- Ensure that the individual needs, experiences, interests and abilities of each pupil are met, providing the best environment to ensure that each pupil is learning according to a personalised planned and age appropriate PSHE curriculum, based on best practice in ABA/VB and developed in accordance with national standards and assessed needs and capabilities.
- Establish an environment of good order and behaviour at BeyondAutism Schools, to allow every pupil to maximise the opportunity to develop to their full potential.
- Ensure that the health and care needs of each pupil are assessed and met through effective systems and appropriately trained and qualified staff.
- Monitor the welfare of pupils, helping to prepare reports to the school Senior Leadership Team, CEO, Trustees and Governing Body.
- Ensure that appropriate communication and liaison exists with parents and families, education, health and social care organisations and other professionals involved in pupils' welfare.
- Ensure that all staff are recruited according to BeyondAutism policies, conforming to legal disclosure and barring procedures and receive induction training and support to meet the needs of all pupils.
- Ensure that all pupil records and information are stored according to DfE regulations.

## Staff Leadership and Management

As delegated by the Heads of School:

- Support all school staff to fulfil their responsibilities by providing personal and professional development to support the school development plan.
- Create a climate of support and trust within the school in which everyone feels heard and valued and in which concerns and ideas for improvement can be properly discussed and in which the leadership team is supported in its decisions.
- Ensure that staff resources and all other school resources are effectively and efficiently managed to benefit pupils and that BeyondAutism School attracts and retains high quality staff from trainees to specialists.
- Ensure the recruitment, appointment and training of new staff is effective and timely according to the policies of BeyondAutism and according to Safer Recruitment principles.
- Ensure that the management of staff performance is carried out and reported according to BeyondAutism policy.

## Parents and Families

As delegated by the Heads of School:

- Manage communication and meetings with parents and carers, including routine (EHCP and Annual Review meetings) and exceptional meetings.
- Liaise with the Parents' Association for all matters relating to teaching, learning (PSHE) and pupil welfare and progress within the whole school.
- Support the organisation of all parental events, e.g. resource making, curriculum information, open days and other events.
- Develop and maintain strong relationships with parents and support pupils and families in developing life skills and maximum independence in order to access appropriate and fulfilling destinations.

## Training and professional development

- Liaise with the Senior Leadership Team and advisers to ensure that induction and other training results in a well-trained expert school staff group.

## Resource Management

As delegated by the Heads of School:

- Monitor and manage the resources approved by Trustees for the effective operation and maximum benefit of pupils.
- Contribute to the preparation of budgets.
- Ensure the efficient use of financial resources, spending these against priorities agreed by BeyondAutism Senior Management Team and the Governing Body.

## The Wider Community

With the Heads of School:



- To be an ambassador for the school and represent its interests in an official capacity.
- To maintain professional communication working collaboratively with Local Authorities, Health authorities, the DfE, Ofsted and any other agencies responsible for pupils' and their families' educational and pastoral needs.
- Maintain and develop inclusion opportunities for BeyondAutism School's pupils.

As a term of your employment you may be required to undertake various other duties as reasonably required by the CEO.

August 2018 /AW