

**Role Profile: SENCO****Location: Pattison School, Coventry****Function: Pastoral and Behaviour****Reporting to: Headteacher****About the School**

There is no school quite like Pattison. As a small, inclusive independent school with historic roots in the performing arts, we pride ourselves on our warm, welcoming atmosphere and our unwavering commitment to every child's success. Creativity sits at the heart of our community, and we are now seeking an enthusiastic and well-qualified SENCO to join our wonderful school.

**Role Purpose**

We are looking for an engaging and passionate individual to lead and deliver positive outcomes for our pupils. This is a wonderful opportunity to work with motivated pupils and passionate colleagues. This post is for 2 days per week.

**What you will be doing****Key Responsibilities**

- Support with the strategic development of SEND provision in the school
- Complete Annual Reviews, Interim reviews and Emergency Reviews of EHCP's in line with the SEND code of practice
- Responsible for the day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEN or a disability.
- Oversee the looked after pupils within the school
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Advise on the use of school's budget and other resources to meet pupils' needs effectively, including staff development
- Promote inclusion in the school community and access to the curriculum
- Leading and managing staff and the effective deployment of staff and resources
- Lead on interventions that will support all pupils
- Quality assurance of Teaching and Learning with a focus on SEND provision
- Attend and review PEP meetings

**What you'll bring****Qualifications, skills and experience**

- A qualified teacher with (or working towards) the National Award for SEN Coordination
- Highly knowledgeable about SEND legislation, statutory processes, and best practice
- An excellent communicator who builds trust with families and professionals
- Organised, proactive, and able to manage a varied workload with confidence
- Passionate about inclusive education and committed to improving outcomes for every learner

**Safeguarding Responsibilities**

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

**Key Stakeholders you'll be working with**

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

**Governance:**

- Blenheim Schools is the proprietor of Pattison School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

- **To be signed and dated by employee:**
- **Signed:** .....
- **Name (print):** .....
- **Date:** .....