



CAMHS Phoenix School

Job Description

English Lead and SENDCO

Post title:	English Lead and SENDCO
Salary:	MPS/UPS + SEN1
FTE:	0.8
Responsible to:	Headteacher
Contract:	Permanent
Purpose of the role, English Lead	To ensure the effective teaching of English to all young people at CAMHS Phoenix School. To lead the development of English across the school. To support the aims of the school and be an active member of the school and unit community.
Additional purpose SENDCO	Oversight of the day-to-day operation of relevant policies and procedures with the aim of maximising the achievement, engagement and experience of young people with SEND. Ensure that the school carries out its statutory responsibilities regarding all students with an Education and Health Care Plan.

	<p>Provide professional guidance to colleagues, working closely with staff, parents and carers, and other agencies.</p> <p>Make sure the SEND Policy is put into practice</p> <p>Maintain up-to-date knowledge of relevant national and local initiatives and put into practice</p> <p>Work with a wide range of other professionals as appropriate to the needs of the young person</p> <p>Provide reports for EHCNA applications and EHCP reviews as necessary.</p> <p>Maintain accurate, detailed, and confidential records of all provision and meetings related to pupil needs</p> <p>Design and deliver INSET training re SEND</p>
Area of responsibility, English Lead	<p>To lead the development of English across the school.</p> <p>To liaise closely with home schools to support young people to keep up-to-date with their English work.</p> <p>Prepare and deliver high quality lessons for all young people.</p> <p>Assess, record and report on the progress of pupils.</p> <p>Design and deliver INSET training for English</p>
Additional responsibilities	<p>To be a tutor for selected young people, to attend relevant professionals meetings, communicate with parents on a weekly basis, write reports as necessary.</p> <p>Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.</p> <p>To teach other subjects as directed by the headteacher.</p>

Safeguarding	<p>Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.</p> <p>Ensure all safeguarding issues relating to pupils are reported immediately to the designated safeguarding lead or deputy.</p> <p>Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.</p>
Health and safety	<p>Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.</p> <p>Ensure concerns are reported immediately to the delegated member of staff.</p> <p>Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.</p>
Equity, diversity and inclusivity	<p>Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.</p>
	<p>To undertake other duties as reasonably required by the headteacher.</p>

Successful appointment would be subject to:

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.

- Two satisfactory written references including from current/most recent employer.