

APPENDIX TO TEACHER JOB DESCRIPTION

Special Educational Needs Co-ordinator (SENCO)

Job Description

In addition to the requirements of a class teacher in line with the School Teachers' Pay and Conditions Document (STPCD):

Purpose of role:

To work closely with the Head of School in the strategic development of the school's Special Needs provision and oversee the day-to-day operation of provision with the aim of raising achievement for children with Special Educational Needs.

1. Role of SENCO supporting staff and children, in accordance with the Code of Practice for children with Special Educational Needs.
2. Ensure there is effective strategic planning and development of SEN provision in the school (with the support of, and under the direction of the Head of School).
 - develop SEN policy and provision
 - contribute to the School/Centre Improvement Plan
 - to ensure learning for children with special educational needs in the school/centre through teaching, developing staff skills, allocating resources and monitoring learning.
 - support the early identification of needs
 - support staff in understanding the needs of SEN children
 - ensure effective support is provided through a range of teaching strategies/equipment/obtaining early years inclusion funding and/or EHCP
 - monitor progress, attainment and well-being
 - evaluate effectiveness of teaching and learning
 - provide professional guidance to staff to ensure good teaching, both written and through discussion
 - manage resources
 - play an active role supporting in the line-management of Teaching Assistants (observation, supervision, appraisal)
3. To improve education, care and well-being of individual children with special educational needs by communicating, supporting parents and liaising with the school/centre and other outside agencies.
 - co-ordinate the contribution of parents, external agencies and other schools to provide maximum support
 - ensure continuity of provision
4. To lead, manage and develop staff within the team to ensure the delivery of excellent and effective practice at all times.
 - undertake day-to-day co-ordination of SEN provision

- identifying training needs and organising/coordinating/delivering training
5. To undertake and promote new initiatives as required by the Head of School.
 6. To develop and implement policies and procedures to support the health and medical needs of children and manage their effectiveness
 - recording and communicating information effectively
 7. To work co-operatively with members of the leadership team to promote and realise our vision, and take an active role in supporting the strategic aims of the Federation. To communicate regularly with governors through meetings and written reports.

Name: _____ **Date:** _____

Signature: _____