

## JOB DESCRIPTION

Post Title : SENCo – Assistant Headteacher

Grade – L4-8

Post(s) to which directly responsible - Headteacher

Post(s) for which directly responsible -

### **Purpose of job**

Responsible for the day-to-day operation of provision made by the school for pupils with SEND and provides professional guidance in the area of SEND to secure high-quality teaching and the effective use of resources to bring about improved standards of achievement for all pupils.

#### **1. Strategic Member of the Senior Leadership Team**

- Supporting the headteacher to collect information to write the SEF
- Supporting the SLT and Governors in the monitoring of learning and teaching of SEND children as set out in the assessment calendar
- Supporting the headteacher in writing the School Improvement Plan

#### **2. Leading teacher**

- Supporting teachers in their classrooms through demonstration of techniques and strategies that are effective for SEND children

#### **3. Line Manager**

- Line manager for the post for which they are directly responsible for to ensure they meet their performance management targets

#### **4. Lead on SEND**

- Based on the needs of the school at the time, the postholder will through monitoring, set priorities for SEND that are written in an action plan and then carry out the actions to improve this area of the school
- Monitor the impact of the actions to ensure the best possible outcomes for the SEND children within school

## **Duties and Responsibilities**

### STRATEGIC DIRECTION AND DEVELOPMENT OF SEN PROVISION IN THE SCHOOL

- contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
- support all staff in understanding the needs of SEND pupils and ensure that objectives to develop SEND are reflected in the school development plan.
- regularly monitor progress of objectives and targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements.
- analyse and interpret relevant school, local and national data and advise the head teacher on the level of resources required to maximise achievement.
- liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision.

## TEACHING AND LEARNING

- support the identification of and disseminate the most effective teaching approaches for pupils with SEND.
- collect and interpret specialist assessment data to inform practice.
- work with pupils, class teachers and key stage managers to ensure realistic expectations of pupils.
- monitor the use of resources, teaching activities and target setting and develop a recording system for progress.

## LEADING AND MANAGING STAFF

- achieve constructive working relationships and establish opportunities for the SENCo, support assistants and other teachers to review the needs, progress and targets of pupils with SEND.
- provide regular information to the head teacher and governing body on the evaluation of SEND provision.
- advise on and contribute to the professional development of staff.

## EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- advise the head teacher and governing body of priorities for expenditure and deployment of staff and utilise allocated resources with maximum efficiency.
- maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies.
- take on any additional responsibilities which might from time to time be determined.

## CHILD PROTECTION

- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively
- Wigton Moor Primary School is committed to safeguarding and promoting the welfare of its pupils and would expect you to share this commitment.

## RELATIONSHIPS

- The postholder will be required to work flexibly to deliver an efficient Service.
- There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers