

Assistant Head Teacher, SENCo Job Description

Job title: Assistant Head Teacher, SENCo

Salary: L4-8 (outer London)

Contract type: Full time permanent

Main purpose

The Assistant Head Teacher, SENCO, under the direction of the Executive headteacher and Head of school, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the schools
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The SENCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

Duties and responsibilities

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the Infant and Junior schools, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority
- Analyse assessment data for pupils with SEN or a disability
- Implement intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability and their families

- Work closely with staff to identify pupils with SEN needs
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability
- Coordinate external support and services for families of pupils with SEN needs

Leadership and management

- Work with the Executive headteacher and Head of school and governors to ensure the schools meet their responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead relevant INSET for staff
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage all learning support staff
- Lead learning support staff appraisals and produce appraisal reports
- Review learning support staff performance on an ongoing basis

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive headteacher and Head of school.

Assistant Head Teacher, **SENCo Person specification**

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CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">➤ Qualified teacher status➤ National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment➤ Degree
Experience	<ul style="list-style-type: none">➤ Minimum of 4 years teaching experience➤ Leadership experience at a whole-school level➤ Involvement in self-evaluation and development planning➤ Experience of conducting training/leading INSET
Skills and knowledge	<ul style="list-style-type: none">➤ Sound knowledge of the SEND Code of Practice➤ Understanding of what makes 'quality first' teaching, and of effective intervention strategies➤ Ability to plan and evaluate interventions➤ Data analysis skills, and the ability to use data to inform provision planning➤ Effective communication and interpersonal skills➤ Ability to build effective working relationships➤ Ability to influence and negotiate➤ Good record-keeping skills
Personal qualities	<ul style="list-style-type: none">➤ Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school➤ Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability➤ Ability to work under pressure and prioritise effectively➤ Commitment to maintaining confidentiality at all times➤ Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Line manager's signature:

Date:

Postholder's signature:

Date: