

St. Peter's C.E. Primary School

Job Description

Achieve **B**elieve **C**reate

SPECIAL EDUCATIONAL NEEDS & DISABILITIES CO-ORDINATOR (SENCO)

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

Main Purpose of the Job

To work closely with the Headteacher, Senior Leadership Team and colleagues in the strategic leadership and delivery of the Special Educational Needs and Disability (SEND) policy in accordance with the SEND Code of Practice: 0 to 25 years (2014).

To be responsible for the day-to-day operation of the SEND policy with the overall aim of raising the attainment and progress of SEND pupils by:

- supporting all staff in understanding the needs of pupils and ensuring objectives to improve provision are reflected in the school development plan;
- liaising with relevant staff, external agencies and parents in order to attempt to remove barriers to learning;
- monitoring the quality of inclusion and provision;
- contributing to the delivery of an appropriate programme of professional development for support staff in line with the School Improvement Plan and staff appraisal process;
- planning and implementing strategies where improvement needs are identified;
- co-ordinating the work of support staff and specialist teaching staff who work with SEND pupils both in and outside of the classroom; and
- carrying out the professional duties of a teacher as required

Areas of Responsibility and Key Tasks

a) Planning, Teaching and Class Management

- To support colleagues in identifying and disseminating effective ways of overcoming barriers to learning to achieve progression through:
 - assessment of needs;
 - providing professional guidance to staff to secure good teaching for SEND pupils, through both written guidance and meetings;
 - understanding and applying effective classroom management;
 - implementing a range of teaching strategies
 - positively targeting and supporting individual learning needs; and
 - maintaining high levels of behaviour and discipline.
- Demonstrating appropriate consistent progress:
 - for the majority of pupils;

- across all teaching areas;
- across all spectrums of background, ability and behaviour; and
- that compares favourably with pupils in similar settings.
- Effectively managing other adults in the classroom

b) Monitoring, Assessment, Recording, Reporting

- Use performance data to evaluate pupils' progress and set appropriate targets for improvement
- Collect and interpret specialist assessment data to inform practice
- Use assessment to inform planning and teaching
- Report on progress to all stakeholders

c) Other Management Responsibilities

- Advise the Headteacher, Senior Leadership Team and governing body of priorities for expenditure and deployment of staff, and utilise 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
- Co-ordinate all Annual Reviews and meetings focused around SEND, attending or chairing as required
- Contribute to the staff appraisal process for Support Staff
- Provide regular information to the Headteacher, Senior Leadership Team and governing body on the evaluation of SEND provision
- Contribute to the whole school's planning activities

d) Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Maintain an up to date knowledge of good practice in teaching techniques
- Take account of wider curriculum developments
- Incorporate national strategies in all teaching

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The job description as outlined here is not meant to be definitive nor final – the precise elements of the role and job description will be discussed and reviewed with the successful applicant once they start in the role.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.