



Job Description: SENCO

Reporting to: Head Teacher

Start Date: September 2021

Contract: Full time/Permanent

Working Pattern: 5 days p/w (3 days non class-based SENCO, 2 days class-based teacher)

Salary: MPS, UPS

Core Purpose of the Post

The SENCO, with the support of the Head of School and Governing body, takes responsibility for the day-to-day operation of provision made by the school for pupils with DSEN and provides professional guidance in the area of DSEN in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all pupils. The range of responsibilities delegated to the SENCO / Inclusion Leader with regard to provision and coordination is outlined below. It is expected that all legal and statutory requirements are met for students with DSEN via the SENCO / Inclusion Leader.

There will be a regular teaching commitment of 2 days a week, modelling great practice in classrooms, teaching, planning and preparation, feedback and assessment for all children.

Main Responsibilities

Strategic direction of DSEN provision

- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
- Ensure effective systems of communication, including feedback about pupil's learning to inform future planning.
- Ensure SEND administration is effective and efficient, including: provision mapping and costing; timely EHCP applications, overseeing and monitoring the quality of information sharing etc.
- Monitoring the quality of support for pupils with DSEN by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed.
- Analyse and interpret relevant school, local and national information relating to pupils with DSEN and advise the Head of School of the level of resources required to maximise achievement.
- Ensure that the objectives of the SEN policy are reflected in the school improvement plan.
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure the continuity of educational provision for pupils with DSEN.
- Ensure a pupil centred approach is promoted, involving pupils and parents, where parents are informed regarding the support in place for their child and this is reviewed termly.
- Ensure that pupils with DSEN are enabled to share their views and that these are acted upon appropriately.
- Up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
- To contribute to the implementation of the safety regulations in accordance with the Health and Safety at Work Act 1974 and other DFE guidelines.

Teaching and Learning including the Progress and Achievement of Pupils

- Support the identification of, and disseminate the most effective teaching approaches for pupils with DSEN.
- To monitor the achievements, welfare and discipline of students, and to follow up the progress reviews, liaising with the pastoral team and parents when appropriate.
- To liaise with local authorities, feeder schools particularly regarding transition, and external agencies such as, EWO, EP, Alternative Education providers etc.
- To co-ordinate the application for and of special arrangements in external examinations in conjunction with the Examinations Officer.
- To influence the whole Teaching and Learning policy to promote aspects of inclusive teaching.

- Lead INSET regularly and where appropriate; this may include chairing and be a part of working parties.
- Provide opportunities for observation of colleagues/visits to other schools in order to share best practice.
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice.
- Work with pupils, subject leaders, class teachers with tutorial/pastoral responsibilities to ensure realistic expectations of behaviour and achievement is set for DSEN pupils.
- Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.
- Oversee and monitor the quality of targets and other support plans, maintaining detailed information for subsequent meetings with parents.
- Develop systems for colleagues to monitor and record progress made by pupils with DSEN towards the achievement of targets set in targets and support plans.
- Review targets and support plans with parents, students, teachers and agree and communicate new targets.
- Supporting the Head of School in meeting statutory responsibilities for DSEN statements and their Annual Review.
- Lead the Annual Review meetings for statemented students.

Leadership and Management

- To lead the team and to be instrumental in planning for continual improvement and to make a contribution to the evaluation of the work of the department, including overall responsibility for the ASD Provision.
- To contribute to the school's development plan.
- To promote an atmosphere of continuing professional development and to share good practice with colleagues.
- To support the professional development of all staff, including newly qualified teachers and initial teacher training students.
- To manage effectively all staff connected with the department.
- Advise the Head of School on all staffing matters within the department.
- To appraise all departmental colleagues on an annual basis.
- Encourage all staff to recognise and fulfil their statutory responsibilities.
- Develop proformas for essential repetitive paperwork, in order to create an administrative infrastructure as part of an effective communications system.
- Identifying the training needs of staff and organising/coordinating INSET to be delivered by other professionals.
- Disseminate procedural information such as recommendations of the code of practice or the schools own SEN policy.
- Provide regular information to the Head, governing body on the evaluation of the effectiveness of provision for pupils with DSEN, to inform decision-making and policy review.

Efficient and effective deployment of staff and resources

- Provide advice to Head/SLT relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEN.
- Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school.

Ethos and Culture

- To provide leadership in promoting an ethos and culture within the department that is in line with achieving the aims of the school.
- To facilitate, within the whole school, behaviours that support and contribute towards developing the values of the school.
- Undertake such other duties that may be required from time to time be reasonably determined by the Headteacher.
- This job description will be reviewed regularly and may be subject to modification and amendment.

