



## HIGHWOOD PRIMARY SCHOOL

### **JOB DESCRIPTION: SENCO**

**Accountable to:** Headteacher and Deputy Headteacher

<b>Core Purpose</b>	
<ul style="list-style-type: none"> <li>To lead, manage, develop and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils</li> <li>To model effective teaching, to coach and train colleagues and to teach across the school</li> <li>To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate</li> <li>Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher</li> <li>Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination</li> <li>Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues</li> </ul>	
<b>Key Tasks</b>	
<b>1. Leadership</b>	<p style="text-align: center;"><b>Strategic direction and development of SEND provision in the school</b></p> <ul style="list-style-type: none"> <li>Contribute to a positive ethos in which all pupils have access to a rich and relevant curriculum</li> <li>Support all staff in understanding the needs of SEND pupils</li> <li>Devise and promote plans to ensure the needs of the pupils with SEND are met and that they are reflected in the school development plan</li> <li>Regularly monitor progress against targets for pupils with SEND from teacher's plans, evaluate the effectiveness of teaching and learning by work analysis alongside the Phase Leaders to guide future improvements.</li> <li>Analyse and interpret relevant school, local and national information relating to pupils with SEND and advise the Headteacher on the level of resources required to maximise achievement.</li> <li>Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND</li> <li>Update the school's Local Offer in line with the available provision.</li> </ul>
<b>2. Management</b>	<ul style="list-style-type: none"> <li>Achieve constructive working relationships and establish opportunities for the SENDCO, support assistants and other teachers to review the needs, progress and targets of pupils with SEND</li> <li>Provide regular information to Senior Leadership Team (SMT) and governors on the effectiveness of SEND provision and outcomes</li> <li>Advise and contribute to all aspects of SEND training to ensure the professional development of staff</li> <li>Oversee and monitor appropriate budget allocations in liaison with the Headteacher and School Business Manager</li> </ul>
<b>3. Teaching and Learning</b>	<ul style="list-style-type: none"> <li>Support the identification of, and disseminate the most effective teaching approaches for pupils with SEND.</li> <li>Collect and interpret specialist assessment data on SEND to inform practice</li> <li>Work with pupils, class teacher and key stage managers to ensure realistic and challenging expectations of pupils with SEND</li> <li>Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEND</li> <li>Identify appropriate resources to promote and support the achievements of SEND children and ensure they are used efficiently, effectively and safely</li> </ul>
<b>4. Monitoring and Evaluation</b>	<ul style="list-style-type: none"> <li>To assist in the identification of pupils' Special Educational Needs through observation in the classroom, individual screening and assessment of reports</li> <li>To oversee the writing and regular review and updating of Individual Education Plans</li> <li>To liaise with external agencies in regard to particular pupils to ensure that the school</li> </ul>

	<p>is providing appropriate support for the child</p> <ul style="list-style-type: none"> <li>• To liaise with classroom teachers concerning the needs and progress of individual pupils and to provide advice as appropriate about teaching strategies to assist particular pupils</li> <li>• To interpret the recommendations of Educational Psychologist, Occupational Therapist and other reports and to disseminate them so that they are effectively implemented in the classroom and through interventions</li> <li>• To use data generated by school assessments effectively to inform future pupil progress</li> </ul>
<b>5. School ethos and pastoral care</b>	<ul style="list-style-type: none"> <li>▪ To provide advice and support to parents and promote a close partnership between home and school.</li> <li>▪ To be accessible to pupils, staff, governors and parents at reasonable times.</li> <li>▪ To ensure the welfare, safety and security of pupils, staff and visitors to the school in line with the latest guidance and legislation.</li> <li>▪ Make sure pupils with SEND are enabled to share their views and that these are acted upon appropriately.</li> </ul>
<b>6. Parents, Carers and the Community</b>	<ul style="list-style-type: none"> <li>• Develop partnerships with parents to ensure that their views are considered and acted upon appropriately.</li> <li>• Play a full part in the life of the school community</li> <li>• Work with parents and families who have a child with SEND offering support and guidance</li> <li>• Encourage parents to participate in the life of the school in a variety of ways</li> </ul>
<b>7. Staff Development</b>	<ul style="list-style-type: none"> <li>• Demonstrate resilience and resourcefulness.</li> <li>• Take responsibility for own professional development.</li> <li>• Participate in the school's appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.</li> <li>• Think creatively and imaginatively to anticipate and solve problems and identify opportunities.</li> <li>• Deliver whole school / Individual / Group CPD as directed by the Headteacher.</li> </ul>

Signed: \_\_\_\_\_ **Postholder**

Signed: \_\_\_\_\_ **Headteacher**

Date: \_\_\_\_\_