



Job Description

Job Title: SENCO (MPS + TLR2) non-class role

Managed by: Head Teacher and Deputy Head Teacher

Responsible for: 4x Learning Support Assistants and 1 Learning Mentor

Key job outcomes:

- To ensure pupils make good or better progress through effective management of special educational needs
- To ensure that all children reach their full potential regardless of their differing starting points
- **To uphold, formulate and promote the school's vision and support its aims and objectives**
- To play a major role, under the overall direction of the Head Teacher, in order to raise standards of achievement
- To support the school in using specific funding efficiently and effectively
- To keep children safe and healthy throughout their time at Nova

Primary Responsibilities:

- To develop, implement and monitor policies and practices for SEN and inclusion
- To ensure that pupils with additional needs are targeted and supported through effective differentiation, and their progress closely monitored
- To work with Senior Leadership Team to undertake appropriate data analysis to support this process and support class teachers
- To support colleagues and lead professionals, through example, support and CPD, drawing on internal expertise where necessary
- To work with the Senior Leadership Team and SEN colleagues to develop a plan of provision, support and intervention, leading to effective programmes, supporting class teachers with the implementation of these
- To work with staff, parents and external agencies to develop support plans or applications for additional funding and support, organising and chairing reviews where necessary
- To manage SEN funding, according to clear identified priorities
- To act as an effective line manager and implement the school appraisal policy with allocated staff
- To promote and model the use of school behaviour policy at all times of the school day
- To communicate regularly with the governing body and its committees
- To carry out some additional responsibilities such as meetings with staff, gate duties, lunchtime duties, parent events and promoting the school in the local community

GENERAL

- So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises / work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, school policies and codes of practice
- Work in compliance with the School Codes of Conduct, Regulations and policies, and the City **Council's commitment to equal opportunities**
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards

This Job description and the allocation of specific responsibilities may be amended from time to time in negotiation with the post holder.