

Job Description



Post Title:	SENCO
Reporting to:	Headteacher
Responsible for:	SEN Teaching Assistants
Grade:	MPS/UPS plus TLR

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation, and the school's articles of government.

Main purpose of the job:

In addition to carrying out the professional duties of a teacher as stated in the current School Teachers Pay & Conditions document the SENCO, under the direction of the Headteacher, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- 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

Major Duties and Responsibilities:

Leading and Managing Staff

- Responsibility to lead and line manage a team of dedicated colleagues, including the Teaching Assistants, ensuring that they are deployed in the most effective manner.
- Responsible for the induction and performance management of dedicated staff and Teaching Assistants.
- To ensure that all members of staff recognise and fulfil their statutory responsibilities to pupils with SEN.

Teaching, Learning and Assessment

- To support the identification of and disseminate the most effective teaching approaches for pupils with SEN.
- Work with colleagues to develop effective ways of bridging barriers to learning.
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.
- Work with colleagues to ensure all pupils learning is of equal importance and that there are realistic expectations of pupils.
- To ensure that assessment concessions for pupils with SEN are carried out and implemented.

Monitoring, Assessment, Planning and Tracking

- To assist in the identification of pupils' Special Educational needs through observation in the classroom, individual screening, and assessment of reports.
- To oversee the writing and regular review and updating of Education Health Care Plans (EHCP) and review records etc.
- To liaise with external agencies in regard to particular pupils to ensure that the school is providing appropriate support for the child.

- 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.
- To interpret the recommendations of Educational Psychologist, Speech, Language & Communication therapist, and other reports and to disseminate them so that they are effectively implemented in the classroom.
- To use data generated by school assessments effectively to inform future pupil progress.

Communication and Reporting

- To liaise with parents and carers concerning pupil progress and concerns, and concerning updates to the EHCP, and to be proactive in communication about these issues.
- To make recommendations to parents concerning the use of external agencies for identifying SEN Professional Knowledge and Development.
- To maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and of the school's curriculum and policies.
- To write policies relating to SEND provision.
- To participate in INSET provided by the School and where appropriate to lead INSET on SEND issues.
- To Support annual reviews and attend / chair when necessary.
- To liaise with other SENCOs and work within the community.

The SENCO will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

Person Specification

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Selection Criteria	Essential/ Desirable (E/D)
(a) <u>Education and Formal Training</u> Qualified Teacher Status (QTS) A degree or equivalent Evidence of on-going CPD Evidence of CPD relevant to SEN Hold (or working towards) the National Award for SEN Co-ordination (NASENCO)	E E E E D
(b) <u>Experience and Knowledge</u> At least 4 years' experience as a class teacher with a consistent record of delivering lessons at good and outstanding Experience of successful leadership and management within a school or other educational setting including target setting and monitoring the quality of provision Involvement in a key departmental development Strong involvement in extracurricular activity Knowledge of relevant legislation - in particular of the SEN Code of Practice, equal opportunities and disability discrimination legislation and how these apply to pupils with Statements as well as those without Knowledge of the range and type of interventions available and the ability to apply these appropriately in the context of the School's resources and the individual child Knowledge of current educational issues and their relationship to the inclusion, behaviour support and Education Welfare Services	E E D D E E E
(c) <u>Skills and Abilities</u> Positive pupil behaviour management skills Ability to provide professional leadership and management of a staff team and contribute to the work of other teams to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils across the school Ability to engage and motivate pupils and staff	E E E

Ability to inspire trust and confidence	E
Excellent time and task management skills with the ability to work under pressure and to deadlines	E
Good organisational skills	E
Excellent interpersonal skills	E
Confidently deliver/present to a variety of stakeholders	D
<u>English Language Requirements for Public Sector Workers:</u>	
Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary	E
Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation	E
Ability to listen to customers and understand their needs	E
Ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations	E