

Cheapside CofE Primary School

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Interim Headteacher: Mrs Joanne Butler



SENCo Job Description

Job title: SENCo

Accountable to: Headteacher

Salary: MPS/UPS with SEN Allowance

Hours: Part Time, 2 days per week

The SENCo will play a key role in promoting and overseeing high standards of teaching, learning, and pupil achievement through effective inclusion practices. This includes supporting pupils with special educational needs, those for whom English is an additional language, and others in vulnerable/disadvantaged groups or individuals (eg, Pupil Premium, Looked After Children, Forces children, Ever 6, or any identified at-risk groups).

Working closely with the Headteacher and senior leadership team, the SENCo will contribute to the strategic development and day-to-day operation of the school's Special Educational Needs (SEN) and inclusion policies, embedded in the School's Christian ethos.

Key responsibilities include:

- Leading and managing high-quality SEN provision that enables excellent learning outcomes for all pupils;
- Modelling effective teaching practices and professional attitudes, coaching and supporting colleagues to enhance inclusive teaching across the school;
- Ensuring compliance by maintaining up-to-date records, policies, and procedures related to SEN and inclusion;
- Fulfilling the Teacher Standards consistently and with integrity;
- Developing and promoting inclusive practices to uphold the highest standards of pupil achievement.

This role requires a proactive, strategic thinker who can inspire and support colleagues while ensuring the school's inclusive practices meet the needs of all pupils.

Areas of responsibility and key tasks:

Strategic Leadership and Development

- As a member of the Senior Leadership Team, support the Headteacher in shaping, leading and implementing the strategic direction of SEN and inclusion, ensuring alignment with the School Development Plan.

- Promote an inclusive ethos, based upon the School's Christian Distinctiveness, where all pupils can access a high-quality curriculum and achieve their potential.
- Lead the development and monitoring of SEN and inclusion policies, ensuring progress for SEN and vulnerable pupils through effective planning and evaluation.
- Analyse and interpret school, local, and national data to inform decision-making and advise on resource allocation for maximising pupil outcomes.
- Liaise with staff, parents, external agencies, and other schools to ensure cohesive support and continuity of provision.

Teaching and Learning

- Identify and share effective teaching strategies for SEN and vulnerable pupils to support quality teaching.
- Coordinate and monitor targeted provisions for pupils, ensuring robust assessment, target-setting, and progress tracking systems are in place.
- Collaborate with staff to overcome barriers to learning and foster high expectations for all pupils.
- Evaluate and refine the use of resources, teaching methods, and interventions to enhance outcomes.

Leadership and Staff Development

- Provide professional guidance to staff to secure outstanding SEN and inclusion practices, including coaching, mentoring, and delivering training.
- Contribute to performance management for SEN support staff, ensuring clear objectives and professional development opportunities.
- Report regularly to the SLT and governors on the effectiveness of SEN and inclusion strategies. Resource and Budget Management
- Advise the Headteacher and governing body on budget priorities, ensuring efficient and impactful use of resources.
- Maintain and coordinate SEN resources, monitoring their effectiveness in supporting pupil progress.

Professional and Community Engagement

- Build partnerships with parents to support their child's learning and involve them in the decision-making process.
- Coordinate with external agencies, such as Speech Therapists and Educational Psychologists, to provide targeted support for pupils.
- Lead annual reviews and facilitate smooth transitions for pupils with Education, Health, and Care Plans (EHCPs).

Additional Responsibilities

- Demonstrate resilience and commitment to professional development, actively participating in appraisal processes.
- Undertake any duties reasonably delegated by the Headteacher, fostering a commitment to equal opportunities and inclusivity.