

**De Aston School  
SENCO  
JOB DESCRIPTION**

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**TEACHING AND LEARNING RESPONSIBILITY ALLOWANCE** 1A  
**RESPONSIBLE TO** Assistant Head

**General**

*School teachers may be required to carry out any of the duties set out in the relevant paragraphs of the latest School Teachers' Pay and Conditions Document.*

The postholder will support the ethos of the school; helping to create and maintain positive links between the school, home and the local community. Further, they will take a supportive part in the management of the school, helping to plan, formulate and deliver academic and pastoral policy. Through the effective execution of their specific duties, they will take an active and committed lead in the effective management of the school.

This post carries significant and sustained responsibilities for teaching and learning within the school; the relationship with other posts is set out in our school's staffing structure. The post involves a number of wide ranging responsibilities required to ensure the continued delivery of high-quality teaching and learning at the school and which require a teacher's professional skills and judgement in order to be effectively completed. The post carries responsibility for large numbers of students at KS3, KS4 and KS5.

As with all members of the teaching staff, there is a requirement to participate in the school's Performance Management system, carrying out the Performance Management of those members of the teaching staff specifically allocated to them.

**Core duties**

- a) To have a significant impact on educational progress of all students who appear on the SEN register, by
  - i. Ensuring that policies and strategies are in place for the identification and support of students with learning difficulties.
  - ii. Ensuring that resources are effectively deployed in order that students receive the support necessary for them to achieve their potential.
  - iii. Ensuring that staff are kept informed about individual pupil needs and performance targets.
  - iv. Ensuring that IEP's are written, distributed, monitored and reviewed.
  - v. Ensuring that effective pupil tracking occurs at departmental level and that appropriate action is taken to remedy pupil under-performance; liaising with students, Leadership Team members, parents, subject staff and Heads Of Years as necessary.
  - vi. Ensuring that appropriate and suitably differentiated teaching methods are employed to enable pupils to achieve their own best performance.
  - vii. Coordinating learning support provision throughout the school and developing a progressive curriculum from Yr 7 – Yr 11.
  - viii. Ensuring that effective channels of communication are established in order that all of those involved in the support of a student are clear of their roles and responsibilities.
  - ix. To chair annual review meetings for students with statements of SEN and ensure that all relevant outside agencies are invited.
  - x. Identifying students who may require a statement of SEN and initiate and carry out that process.
  
- b) To lead, develop and enhance the teaching practice of others, by:
  - i. Ensuring that all school quality assurance and professional development procedures are followed within the Department.

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- ii. Ensuring that any staff identified as requiring additional professional support within the department receives this, liaising with the Leadership Team to secure this.
- iii. Engaging fully in the training plans of student and newly qualified staff and ensuring they receive appropriate support.
- iv. Ensuring that the department and school staff are kept up to date with the latest research, methods and syllabi that are relevant and appropriate for students on the SEN register.
- v. Identifying the INSET needs of departmental colleagues and involvement in the meeting of those needs in accordance with the school's INSET policy and procedures.
- vi. Participating in school wide quality assurance procedures and feeding back to individuals as required.
- vii. Utilising opportunities to disseminate current and good practice amongst colleagues.

c) To have accountability for leading, managing and developing a subject or curriculum area, by:

- i. Organising the teaching and support within the department and ensuring that there is full consultation and effective support strategies in place to enable the efficient delivery of the curriculum, resulting in successful learning outcomes.
- ii. Developing and nurturing the potential of the departmental team.
- iii. Monitoring teaching standards, taking into account the basic expectations as set out in the School Handbook and in the Performance Management policy.
- iv. Leading meetings, ensuring that information is disseminated to and from these.
- v. Liaising with support staff to ensure that absence procedures are followed and that appropriate arrangements are made to support the work of absent colleagues.
- vi. Leading departmental self-review and co-ordinating departmental responses that emerge from this.
- vii. Ensuring that there is a high standard of resources available.
- viii. Liaising with support staff to ensure curriculum resources, stock and area are effectively managed.
- ix. Celebrating students' work through displays, liaising with members of the support staff to ensure this is done well.
- x. Working with staff and students to keep the area litter free.
- xi. Managing student behaviour in the area each day, in liaison with other key staff.
- xii. Ensuring that all fabric and furniture is kept in good condition.
- xiii. Ensuring that the departmental budget is used to secure the learning needs of students, making sure that it remains in credit, liaising with the Bursar to ensure this is achieved.
- xiv. Ensuring that staff in the area follow safety procedures, including fire evacuation procedures.
- xv. Taking responsibility for ensuring that appropriate arrangements are made for the support of relevant students in Public and Internal Examinations.

d) To have line management responsibility for staff in this area, by:

- i. Overseeing the work of all staff within the department.
- ii. Overseeing the work of any staff with responsibilities for specific subjects within the department.
- iii. Keeping the leadership team line manager fully informed of concerns raised with regards to a member of staff in their curriculum area, and of any communications with third parties (particularly parents) in relation to them.
- iv. Carrying out the Performance Management of those members of the staff specifically allocated.

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**Other Duties**

- i. To take a leading role in supporting current school policy on dress code and the management of student behaviour.

*To carry out such other duties which are within the scope of this post, as directed by the Headteacher.*

**De Aston is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**