

Job Description

SENCO/Head of Learning Support



LINE MANAGER : Deputy Head Teacher

Purpose of the Job

The SENCO is responsible for the day-to-day operation of provision made by the Academy for students with additional needs, providing professional guidance in the area of learning support in order to secure high-quality teaching along with the effective use of resources to bring about improved standards of achievement for all students.

To work with the Head Teacher and Senior Leadership Team in the operational delivery of the Academy's Special Educational Needs Policy and inclusion strategy.

Main Accountabilities

Strategic Development of SEN Provision

- Play a key role in assisting the Head Teacher, SLT and Trustees with the strategic development of SEND policy, provision and inclusion with the aim of raising student achievement.
- Analyse and interpret relevant Academy, local and national data and use to guide future improvements.
- Ensure objectives to develop learning support are reflected in the Academy Improvement Plan.
- Monitor progress of objectives and targets for students with additional needs.

Learning and Teaching

- Consider the range of teaching strategies/equipment that could be utilised for students needing universal support and those with an EHCP.
- Work with staff to develop effective ways of bridging barriers to learning through assessment of needs, monitoring of teaching, quality and student achievement, target setting including one-page profiles and use the Academy systems to record progress.
- Support the identification of and disseminate the most effective teaching approaches for students with additional needs.
- Undertake day to day co-ordination of provision for students with additional needs through close liaison with staff, parents and external agencies.
- Influence the whole Academy policy on teaching and learning to promote aspects of inclusive teaching.

Monitoring and Quality of Provision

- Evaluate the effectiveness of teaching and learning by work analysis and observation.
- Collect and interpret specialist assessment data to inform practice.
- Provide regular information to the Head Teacher, SLT and Trustees on the evaluation of additional provision.
- Oversee the SEN register and monitor the quality of one-page profiles.

Leading and Managing

- Lead and manage all staff in the Learning Support Department.
- Contribute to the performance management of Learning Support Assistants, SEND Support Leads and Senior Learning Support Assistants.
- Support all staff in understanding the needs of students with additional needs.
- Provide professional guidance to staff to secure good teaching for students with additional needs, through both written guidance and meetings.
- Contribute to the professional development of staff, including whole Academy inset.
- Liaise with staff, parents, external agencies and other Academies to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Liaise with the Examinations Manager to ensure provision for special needs for all examinations are identified and met.
- Assess the needs of students and use detailed knowledge and specialist skills to support learning, establish working relationships with students, contributing to reviews.
- Lead on the provision of medical support for students with long term conditions / disabilities.

Health, Safety and Resources

- Maintain and develop resources, co-ordinate their deployment with the Executive SENCo and monitor their effectiveness in meeting the objectives of Academy and SEN policies.
- Draw up the annual department budget and development plan and advise the Head Teacher and SLT of priorities for expenditure and deployment of staff, utilise resources and maximum efficiency.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available both within and externally to the Academy.

Other Professional Requirements

- Arrange support and conduct student intervention as appropriate.
- Co-ordinate and carry out baseline and progress tracking for SEND.
- Coordinate all annual reviews and attend/chair when necessary.
- Arrange representation at Year 6 annual reviews for primary students with EHCPs to help facilitate continuity and progression through the development of a transition programme.
- Participate in staff duties.
- Maintain a good relationship with stakeholders in the community.
- Support the Academy in its commitment to safeguarding and promoting the welfare of children and young people.
- Maintain an up-to-date knowledge of national and local initiatives which may impact upon policy and practice.

The responsibilities of any teacher at the Sir Robert Pattinson Academy will, in general, be held to be carrying out the duties of an Academy teacher as set out in the current Teacher Standards.