

JOB DESCRIPTION: SENCO



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CHILDREN AND YOUNG PEOPLE'S DIRECTORATE	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	Meersbrook Bank Primary School
POST TITLE	Special Educational Needs Co-ordinator (SENCo)
GRADE	Main Pay Scale plus SEN allowance
RESPONSIBLE TO	Head Teacher
RESPONSIBLE FOR	Leading SEN provision and managing SEN teaching assistants as agreed with the Head Teacher
PURPOSE OF JOB	<ul style="list-style-type: none"> • To lead, manage, develop and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils. • To take responsibility for managing SEND provision and interventions throughout the school. • To model effective teaching, to coach and train colleagues and to teach across the school. • To teach designated pupils • To be responsible for looked after children.
EMPLOYMENT DUTIES	To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties.

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out their duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Core Responsibilities:

To participate in the organisation, management and conduct of the school in accordance with the Articles of Government, the policies of the school, Children Service Authority (CSA) and City Council as appropriate in consultation with both the Governors of the School and the Director of Children and Young People's Directorate.

Key Tasks:

Strategic Direction & School Development

- To co-ordinate SEND support throughout the school, ensuring effective implementation of the SEND Code of Practice.
- To raise pupil achievement in the curriculum area by monitoring, in liaison with the Senior Leadership Team, pupil progress and learning.
- To be responsible for promoting and developing culture of uncompromising mutual respect between teachers and pupils.
- Contribute to the School Improvement Plan
- To think creatively and imaginatively to anticipate and solve problems and identify opportunities.

Managing the Teaching and Learning of SEND (and LAC)

- Show a commitment to enabling all pupils to maximise their achievements, working with identified pupils.
- To teach or support groups and/or individuals as appropriate according to their educational needs, including supporting the setting and monitoring of work to be carried out by pupils at school and elsewhere.
- To be responsible for ensuring the appropriate education of Looked After Pupils and for monitoring their progress.

Record Keeping & Communication

- To co-ordinate diagnostic assessment of pupils and placement on the SEN register.
- To maintain records, co-ordinate review processes, and manage support plans for students with additional needs.
- To attend, lead and minute SEND meetings as required.
- Develop positive and effective partnerships and communication with parents to ensure their views are considered and acted upon appropriately.
- Regularly monitor progress against targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning and ensure appropriate provision strategies are in place for SEN pupils in line with School Assessment Policy and SEND Policy.
- Provide regular information to SLT and governors on the effectiveness of SEND provision and outcomes.
- To prepare and update the school's policies as necessary
- To monitor the effectiveness of SEN provision through the evaluation of standards, tracking and monitoring progress and producing reports as required.

Management of Personnel, performance and development

- Support all staff in understanding the needs of SEND pupils
- To manage, develop, monitor and evaluate the work and responsibilities of learning support staff in a way that promotes their skills, confidence and expertise, including appraisal processes.
- To have an overview of, and contribute to, the planning and delivery of staff development and training related to SEND/Learning Support.
- Work with pupils, class teacher and phase leaders to ensure realistic and challenging expectations of pupils with SEN are evident throughout the school.
- Advise and contribute to all aspects of SEND training to ensure professional development of staff.
- To take responsibility for own professional development.

Resource Management

- Monitor and be responsible for the use of teaching resources provided for SEND pupils.
- To manage the budget available for SEND and to make decisions about requirements to maintain and develop them.

Any other duties and responsibilities appropriate to the grade and role

The job description and allocation of particular responsibilities may be amended by agreement from time to time.

Signed(SENCo) Date

Signed (Head Teacher) Date