



Job Description: SENCO / Member of Extended Leadership Team

Reporting To: Headteacher / Senior Leadership Team

Key Tasks/Responsibilities

Strategic & Operational

- To hold overarching responsibility and accountability for SEND provision, outcomes, statutory compliance, and inclusive practice across the school.
- To lead the strategic development of SEND policy and provision across the school.
- To ensure the school meets all statutory responsibilities relating to SEND, including the SEND Code of Practice and Equality Act.
- To oversee and monitor the graduated approach to SEND support, ensuring effective Assess–Plan–Do–Review cycles.
- To coordinate provision for pupils with SEND and monitor the impact and effectiveness of interventions and support.
- To lead and manage annual reviews for pupils with Education, Health and Care Plans (EHCPs).
- To maintain and oversee the school SEND register and ensure accurate records are kept.
- To manage transition arrangements for pupils with SEND across all phases and between settings.
- To line manage and support the Deputy SENCO and work collaboratively to ensure consistency of provision.
- To ensure inclusive practices are embedded throughout the school.

Curriculum, Teaching, and Learning

- To promote high quality teaching as the first response to meeting the needs of pupils with SEND.
- To support teachers in identifying and addressing barriers to learning.
- To provide guidance and training to staff on effective adaptive teaching strategies and interventions.
- To monitor the quality of teaching and learning for pupils with SEND through lesson visits, learning walks, work scrutiny, and pupil voice.
- To analyse assessment and progress data to identify trends, strengths, and areas for development.
- To ensure appropriate targets and provision are in place for pupils with SEND.
- To support the development and implementation of Individual Provision Maps and support plans.
- To keep up to date with national developments, research, and best practice relating to SEND.
- To contribute to curriculum development to ensure accessibility and inclusion for all learners.

Staffing

- To line manage and support the Deputy SENCO.
- To lead, support, and deploy SEND support staff effectively.
- To deliver and coordinate SEND-related training and professional development for staff.
- To promote teamwork and effective communication across the school.
- To contribute to performance management processes linked to SEND provision.

Quality Assurance

- To monitor and evaluate the effectiveness of SEND provision and interventions.
- To produce reports for senior leaders and governors on SEND outcomes and provision.
- To ensure provision maps, records, and documentation are accurate and compliant.
- To use data analysis to evaluate pupil progress and the impact of SEND support.
- To support school self-evaluation and inspection readiness relating to SEND.

Management Information



- To oversee the quality of Individual Provision Maps and SEND documentation.
- To ensure the maintenance of accurate and up-to-date information concerning pupils with SEND.
- To oversee the use of data analysis and evaluation of performance data.
- To manage documentation and reports from external agencies.

Communications

- To build positive relationships with parents/carers and ensure they are fully involved in decision-making regarding their child's provision.
- To liaise effectively with external agencies including educational psychologists, health professionals, speech and language therapists, social care, and the local authority.
- To coordinate multi-agency support for pupils with SEND.
- To work closely with class teachers, subject leaders, senior leaders, and governors.
- To ensure effective communication between school and families regarding pupil progress and provision.

Management of Resources

- To manage and monitor the SEND budget effectively.
- To ensure resources are allocated efficiently to maximise impact and value for money.
- To oversee the deployment of support staff and intervention provision.
- To identify and procure appropriate learning resources and specialist equipment.
- To maintain accurate records relating to SEND funding and provision.

Other Duties

- To take responsibility for promoting and safeguarding the welfare of pupils within the school.
- To play a full part in the life of the school community, supporting its mission, values, and ethos.
- To continue personal professional development as agreed.
- To play an active role within the school's Extended Leadership Team, including as a teacher appraiser as part of school's Performance Management policies and procedures.
- To play an active part within school's Inclusion and Curriculum Strategy teams

Signed by SENCO:

Signed by Head Teacher:

Date: