**Irchester Community Primary School**

Teaching and Learning Responsibility: **SENCO**

(Leader with whole school responsibility for pupils with disability and/or special educational needs)

### Scale: MPG/UPS + TLR 2 Salary: TLR - £3,150 (per annum)

**Job Description 2022- 2023**

### Outcome

To raise standards of achievement for all pupils with disability and / or special educational needs; ensuring all children make good and outstanding progress.

### Job Purpose:

### The SENCO, with the support of the Headteacher, Deputy Headteacher and Governing body, takes responsibility for

### day-to-day operation of provision made by the school for pupils with SEND

### professional guidance in the area of SEND in order to secure high quality teaching

### effective use of resources to bring about improved standards of achievement of all pupils.

### Main Responsibilities:

1. **Strategic direction and development of SEND provision in the school**

* Contribute to a positive ethos in which **all pupils** have access to a broad, balanced and relevant curriculum

Support all staff in understanding the needs of SEND pupils

* Devise and promote plans to ensure the needs of pupils with SEND are met and that they are reflected in the school improvement plan
* Regularly monitor progress against targets for pupils with SEND from teachers’ plans, evaluate the effectiveness of teaching and learning (feedback from data, work analysis, interviews etc) then use these to guide future improvements
* Produce a SENCO leadership development plan and review effectiveness of actions regularly
* Analyse and interpret relevant school, local and national information relating to pupils with SEND and advise the head teacher on the level of resources required to maximise achievement
* Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND
* Develop partnerships with parents to ensure that their views are considered and acted upon appropriately
* Ensure that pupils with SEND are enabled to share their views and that these are acted upon appropriately
* \*Undertake the role of deputy designated safeguarding lead, working alongside lead DSL (\* after training if required)
* Organise interagency meetings for annual review, transition and EHP plans; plus be a lead professional for EHAs.
* Attend inclusion / cluster meetings and conferences / training to develop own subject knowledge and keep up to date with national requirements

1. **Teaching and learning**

* Support the identification of, and disseminate the most effective teaching approaches for pupils with SEND

Collect and interpret specialist assessment data on SEND to inform practice

* Work with pupils, class teacher and key stage managers to ensure realistic and challenging expectations of pupils with SEND
* Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEND

1. **Leading and managing staff**

* Achieve constructive working relationships and establish opportunities for support assistants and other teachers to review the needs, progress and targets of pupils with SEND
* Provide regular information to the head teacher and governing body on the effectiveness of SEND provision
* Advise on and contribute to all aspects of SEND training to ensure the professional development of staff, including specific coaching and mentoring of staff
* Line manage the family link worker/ learning mentor, SALT assistant and lead training sessions for support staff and undertake support staff appraisals

1. **Effective deployment of staff and resources**

* Advise the head teacher, SBM and governing body of priorities for expenditure and deployment of staff, and utilise allocated resources with maximum efficiency in the area of SEND
* Direct support staff to maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies
* Attend fortnightly wider senior leadership team meetings (WSLT), and governing body committees / parent forum meetings are requested

1. **Safeguarding** \* (after DSL training if required)

* Undertake the role of a DSL and be lead practitioner on CP/ CIN / EHA cases. Liaise with professionals
* Undertake regular safeguarding training of staff to ensure they are up to date with knowledge and practices

1. **General**

* Take on any additional responsibilities and teaching cover which might, from time to time, be determined by the Head Teacher

*(This job description is reviewed annually as part of the school’s appraisal policy)*