

## **Dunmore Primary School**

### **SENCo**

**Name of Postholder:**

**Responsible to: Headteacher**

**Salary: MPS/UPS + SEN allowance**

### **Introduction**

This document should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the postholder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work policy and the Dignity at Work policy.

### **Duties and Responsibilities**

You will be expected to carry out the professional duties of the SENCo as outlined in the School Teachers' Pay and Conditions document currently in operation, or any subsequent legislation.

### **Main purpose**

The SENCO under the direction of the headteacher, will:

- Liaise with Local Authority officers, other schools and external agencies including health and social care professionals
- Provide professional guidance to staff
- Work closely with parents/carers
- Ensure pupils entitlement to the National or EYFS curriculum

### **SENCo Responsibilities**

- Track individual pupil progress
- Monitor and evaluate the effectiveness of SEND provision
- Evaluate the impact of inclusive teaching and learning strategies that promote effective inclusive practice
- Identify and support the training needs for staff with regards to target setting, assessment and the Annual Review process

- Take a lead on aspects of the School development Plan which relate to SEND provision
- Respond to referrals for places at Dunmore Primary School
- Support the smooth transition of pupils, ensuring all relevant liaison and communications are conveyed both internally and externally
- Ensure Education, Health Care Plans (EHCPs) are updated and fit for purpose
- Coordinate the provisions laid out in EHCPs and monitor their effectiveness, including for pupils educated off site
- Chair Annual Reviews
- Maintain up-to-date knowledge of local and national initiatives that may affect the school's policy and practice
- Prepare and review information the school is required to publish in relation to SEND
- Contribute to the School Improvement Plan (SIP) and Self-Evaluation Form (SEF)
- Conduct tours for prospective parents/carers of children with identified SEND
- Support Community Welcome role as a public face of our school.
- Undertake other duties that the headteacher deems appropriate in relation to this role

### **Teacher Responsibilities**

- Prepare, provide and review class based activities that lead to the effective education of the children in your charge, and develop in them the ability to take responsibility for their own learning.
- Provide feedback to pupils in accordance with school policy.
- Work as part of a team, to plan collaboratively, share ideas and so benefit from the experience and expertise of others in the team.
- Maximise the potential of each child in all areas of his/her development.
- Ensure the good behaviour of all children in your care, and develop within them positive attitudes towards adults, peers, property and work.
- Maintain effective records in relation to progress of class and individual children.
- Take responsibility to develop and maintain a harmonious and constructive home/school partnership.
- Set and mark homework in accordance with school policy.
- Consult and inform parents of children regarding progress, attainment and attitude.
- Participate in arrangements for further training and the development of your own professional skills and knowledge.
- Contribute to the pastoral work within the school.
- Participate in the school's performance management process, setting challenging personal targets aimed at maintaining and improving performance in the classroom.

### **General**

You will be expected to take responsibility for your own health, safety and welfare, and the health and safety of pupils, visitors and work colleagues in accordance with the

requirements of legislation and locally-adopted policies. This includes responsibility for raising any concerns with an appropriate manager.

It is the responsibility of every member of staff at Dunmore to promote and safeguard the welfare of pupils at all times.

Signed .....(SENCo)

.....Headteacher)

March 2024