

**Job Description - Special Educational Needs Co-ordinator**

**Job Title: SENCO**

**Salary:**

**Hours:** **Part time (full time can be negotiated)**

**Contract: Permanent**

**Responsible to:** Director of Inclusion

Responsible for:

**The SENCO, under the direction of the Director of Inclusion, will:**

* **Support in the strategic development of special educational needs (SEN) policy and provision in the school**
* **Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability**
* **Provide professional guidance to colleagues, working closely with staff, parents and other agencies**
* **The SENCO will also be expected to fulfil the professional responsibilities for a teacher, as set out in the Schools Teachers Pay and Conditions Document.**

# Duties and responsibilities

**Strategic Direction and Development of SEND Provision in the School** (with the support of, and under the direction of, the Director of Inclusion)

* Provide regular information to Director of Inclusion on the evaluation of SEND provision through verbal and written reports.
* Contribute to SEND review and self-evaluation, particularly with respect to provision for pupils with SEN or a disability
* Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the action plan
* Support with writing and reviewing the school’s offer (the SEN information Report) and the Accessibility Plan
* Working with the Director of Inclusion to contribute to the professional development of staff, including whole school INSET provision.
* Maintain an up-to-date knowledge of national and local initiatives which may affect the school’s policy and practice

**Operation of the SEN policy and co-ordination of provision**

* Maintain an accurate SEND register and provision map
* Provide guidance to colleagues to secure good teaching for pupils with SEND or a disability, and advise on the graduated approach to SEN support
* Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
* Be a key point of contact for external agencies, especially the local authority
* Analyse assessment data for pupils with SEN or a disability
* Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

**Support for pupils with SEN or a disability**

* Identify a pupil’s SEN
* Co-ordinate provision that meets the pupil’s needs, and monitor its effectiveness
* Secure relevant services for the pupil
* Ensure records are maintained and kept up to date
* Review the education, health and care plan with parents or carers and the pupil
* Communicate regularly with parents or carers
* Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
* Promote the pupil’s inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
* Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.