



Job Description: SENCo

Purpose of the job:

To be responsible for the provision made by the school for pupils with special educational needs and disabilities. To secure high quality teaching and use of resources in order to raise standards of achievement and progress for these groups of pupils.

Responsible to: The Headteacher

Core Purpose:

- Strategic development of the school's Special Educational Needs and Disabilities (SEND) provision and oversight of the day-to-day operation of that policy with the aim of raising SEND pupil achievement and progress.
- To ensure that SEND legal framework is followed.
- To undertake the professional duties and responsibilities of a teacher holding a Leadership responsibility, as set out in the current School Teachers' Pay and Conditions document, Class Teacher/UPS job description and performance management policy.

Areas of Responsibility and Key Tasks:

- To have a full understanding and working knowledge of the SEND code of practice.
- To be a champion for the rights of our SEND pupils to ensure they are fully included within in our school.
- To keep up to date the school SEND local offer.
- Put provision in place to ensure that progress of pupils with SEND improves relative to those without SEND.
- Ensure that the school carries out its statutory responsibilities regarding all students with an EHCP.
- Support all staff in understanding the needs of SEND pupils and their responsibilities under the SEND code of practice.
- Support developments of SEND provision across the curriculum.
- Monitor progress towards targets for pupils with SEND.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, to provide maximum support to the child and ensure continuity of provision.
- To complete assessments on children who are demonstrating a special need or disability.
- To complete and make detailed referrals to outside agencies in a timely way to ensure the correct external support is obtained for individual children. This should be done in partnership with class teachers, parents and the child.

Teaching and Learning

- Support the identification of and disseminate the most effective teaching approaches for individual and groups of pupils with SEND.
- Work with staff to develop effective ways of bridging barriers to learning through:
 - assessment of needs
 - monitoring of teaching quality and pupil achievement
 - target setting (e.g IEPs/IBPs)
 - keeping accurate records.
- To ensure that all teachers are completing paperwork on time and sharing this with parents.
- Collect and interpret specialist assessment data to inform practice.

- Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies.
- Work with all staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.
- To support teachers in the assessment of pupils including but not exclusive to end of key stage assessment.
- To run intervention groups that meet the need of the children.

Leading and Managing

- Provide professional guidance to staff to secure good teaching for SEND pupils, through both written guidance and meetings.
- Advise on and contribute to the professional development of staff, including whole school INSET provision.
- Provide regular information to the senior leaders and governing body on the evaluation of SEND provision.
- Manage the SEND register and medical plans by ensuring they are up to date.

Effective deployment of staff and resources

- Advise the headteacher and governing body, in collaboration with the DHT, of priorities for deployment of staff, and utilise resources with maximum efficiency.
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies.
- Work with external agencies to maximise resources made available.

Other professional requirements

- Co-ordinate all Annual Reviews and reviews of Individual Education Plans and chair Annual review meetings, completing paperwork within given time frames.
- To work in a professional manner with all external agencies to the benefit of the child.
- To develop a trusting relationship with parents across the school by being a visible member of the leadership team.
- Attend Annual Reviews for pupils with EHCPs to help facilitate continuity and progression through the development of a transition programme for children coming in at year R, mid - year transfers and transition at year 6.
- Liaise with pupils and parents requiring advice about provision.
- Exercise a key role in assisting the headteacher, deputy head teacher and governors with the strategic development of SEND policy / provision.

After due consideration, be prepared to accept any changes in this area of responsibility according to the changing needs of the school and the headteacher's direction.