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| **Job Title** | SENCO (non class-based) |
| **Grade** | MPS/UPS + SEN allowance (dependent on experience - £2539 to £5009) |
| **Reports to** | Headteacher |
| **Key Purpose of the job** | The SENCO will be responsible for the strategic development of the school's Special Educational Needs (SEND) provision and oversight of the day-to-day operation of that policy with the aim of raising SEND pupil achievement and ensuring the highest standards of safeguarding, aspiration and external support for pupils with additional needs.The role will involve extensive liaison with the Council’s SEND department, external agencies and professionals and regular interaction with families.The SENCO will carry out the duties of this post in line with the remit outlined in the current School Teachers’ Pay and Conditions Document. |
| **Specific Responsibilities** |
| * Ensure that the school carries out its statutory responsibilities regarding all students with EHCPs.
* Advise staff on the SEND Code of Practice, relevant procedures, regulations and legislation to inform best practice in school.
* Liaise with external agencies including medical and therapeutic, and coordinate their assessments, ongoing provision and their reporting procedures.
* Lead staff on developing effective assessment of needs, teaching strategies and pupil achievement through formal target setting (EHCPS and IPMs),
* Consult on, write and review EHCPs.
* Oversee the ASD Base staff team.
* Support the Base Lead with parental liaison, teaching advice and target setting.
* Drive a positive ethos for inclusive teaching.
* Promote the values and achievements of the school to the community through the website and social media.
* Work with the Headteacher and Governors in annual budget planning and monitoring.
* To build and strengthen parental engagement and be approachable to families.
* To lead and attend meetings with staff, families and external agencies to ensure the highest standards of safeguarding, achievement and communication.
* Undertake such reasonable activities that the Headteacher and Governors may from time to time require.
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| **Strategic Direction and Development of the school** |
| * To assist the Headteacher in achieving the vision and direction of the school.
* To manage and review SEND-focussed accreditation.
* To set and maintain high expectations of pupils’ behaviour and achievement.
* With the Headteacher, Governors and other senior staff, to set aims and objectives for the school’s SEND provision in the School Development Plan.
* To take responsibility for developing and monitoring policy and practice as directed by the Headteacher and Governing Body.
* To assist the Headteacher in the school’s SEND self-review and evaluation.
* To oversee the effective planning and management of resources to secure improvement for pupils with additional needs.
* To support and implement all decisions of the Headteacher and Governing Body.
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| **Teaching and Learning** |
| * To be a credible role model and act as a knowledgeable, approachable and empathetic advisor to staff.
* To work with the Senior Leadership Team and Headteacher to sustain high expectations and outstanding practice in teaching and learning throughout the school while considering the needs of all pupils.
* To monitor and evaluate the quality of teaching and standards of pupil’s achievement where additional needs have been identified.
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| **Leading and Managing staff** |
| * To comply with and adhere to all school policies.
* To work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement in the school’s approach to SEND.
* To support the Headteacher with Performance Management of all staff working in the ASD base.
* To regularly contribute to an appropriate programme of professional development for all staff in line with the school development plan and staff performance management.
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| **Deploying staff and resources** |
| * In consultation with, and by the direction of the Headteacher, deploy staff and resources efficiently and effectively to best meet the needs of the pupils.
* To ensure that external professionals and specialist staff provide high quality interventions and support.
* To apply all safeguarding policies and measures when deploying staff.
* To assist with SEND recruitment as agreed by the Headteacher.
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| **Accountability** |
| * To support the Headteacher in accounting for the school’s effectiveness in ensuring the best provision for pupils with additional needs to all relevant stakeholders, including reporting to Governors.
* To disseminate procedural information such as the SEND Code of Practice and the school’s SEND and Inclusion policy.
* To take responsibility, with the DSL and Headteacher, for safeguarding the welfare of children within the school.
* To comply with individual responsibilities, in accordance with the role, for health and safety in the setting.
* To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
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