



Notley High School and Braintree Sixth Form



Job Description

Job Title:	Special Educational Needs & Disabilities Co-ordinator (SENCo)
Responsible to:	Deputy Headteacher or Assistant Headteacher
PURPOSE AND SCOPE	To lead on specific and additional teaching and learning throughout the 11 – 19 school to ensure we meet the needs of all students on the SEN register, including those with Education, Health and Care Plans (EHCPs), and students for whom English is an additional language (EAL). This will include direct line management of the Learning Support Department, Learning Zone and the school’s Enhanced Provision for Speech and Language.

KEY RESPONSIBILITIES

- Leadership and development of teaching and learning across the 11 – 19 school which ensures equal access for all groups of students.
- Coordination and impact assessment of targeted interventions intended to ensure good progress from these students’ starting points on entry to the school.
- Develop and communicate a clear vision for establishing a positive culture and identity for SEN based upon high professional standards across the school.

LEADERSHIP RESPONSIBILITIES

- To be named SENCo and to lead and implement the SEN policy across the whole school.
- Lead all members of staff to recognise and fulfil their statutory responsibilities to students with SEN.
- Lead SEN & EAL support across the school in line with the SEN Code of Practice.
- Be responsible for monitoring, supporting and tracking progress of students across the key stages.
- To lead and advise Faculty & Subject Leaders and their teams in developing of appropriate strategies, methods for teaching and intervention.
- Support in the provision and provision mapping of the school’s Enhanced Provision for Speech and Language.
- To provide strong strategic leadership and management of the Learning Support Area, Wellbeing and Learning Zone, including the development and implementation of strategies to promote high levels of academic achievement for students with additional needs.
- To ensure the curriculum, classroom pedagogy and extra-curricular activities support the wellbeing of students across the key stages.
- Work in partnership with the subject and year teams in discharging their duties and promoting inclusive practices across the school.

KEY ACCOUNTABILITIES

- Undertake whole school responsibilities.
- To undertake duties, training and/or hours of work as reasonably required by the role.
- Manage the SEN budget ensuring projected provision is planned for and discussed with SLT link.
- To report on the progress of SEN students by participating in each Achievement Board Review.
- Provide training opportunities for Learning Support Assistants and other teachers about SEN students and how best to meet their individual needs.
- To share responsibility with key stakeholders within the school for forming and maintaining links with external agencies, community and business partners appropriate to the role.
- To track achievement of academic targets of SEN students across the faculties including each key stage.
- Develop and implement a strategy for the SEN Faculty so that it supports the achievement of academic targets and the objectives of the School Improvement Plan.
- To develop and implement partnerships to support the curriculum and other activities such that wider expertise enriches the holistic learning experiences of the students with SEN & EAL.
- Contribute to an innovative curriculum that meets the aims of the school and the needs of all students including their Spiritual, Moral, Social and Cultural development.
- To support in ensuring that innovative and appropriate approaches to learning are made available to students with specific learning needs.
- Monitor and evaluate progress towards meeting achievement targets.
- Regularly monitor the external and internal environment of the school so that appropriate resources required continue to influence and improve learning for students and staff.
- To lead and assist in setting up withdrawal programmes for selected students.
- Ensure that relevant records are kept and that any relevant documentation is completed so that statutory requirements are met.
- Liaise with the Exams Officer to ensure students are accurately entered for public tests/examinations.
- To lead and work in partnership with lead practitioners for support with the transition arrangements for SEN students transferring from primary school and across secondary transition phases.
- Attend Faculty Leaders' meetings and play an active role in the development of the school.
- To keep parents and carers fully informed of the progress of the students with SEN.
- To promote and maintain effective communications with all staff within the school.
- Undertake any reasonable duty as directed by the Head of School that is commensurate with the role required.

REVIEW

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

October 2021