



<b>Job Title and Grade</b>	Special Educational Needs Co-ordinator (SENCo)
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Support Staff
<b>Purpose of the post</b>	<p>The SENCo, under the direction of the Headteacher, will:</p> <ul style="list-style-type: none"><li>• Determine the strategic development of the special educational needs (SEN) policy and provision in the school.</li><li>• Be responsible for the day-to-day operation of the SEN policy and coordination of specific provision to support individual pupils with SEN or a disability.</li><li>• Provide professional guidance to colleagues, working closely with staff, parents and other agencies.</li><li>• The SENCo will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD.</li></ul>
<b>Professional Values and Practice</b>	<ul style="list-style-type: none"><li>• Staff demonstrate high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.</li><li>• Treat pupils consistently with respect and consideration, and are concerned for their development as learners.</li><li>• Demonstrate and promote the positive values and attitudes they expect from their pupils.</li><li>• Communicate sensitively and effectively with parents and carers, recognising their roles in pupils' learning and their rights, responsibilities and interests in this.</li><li>• Understand the contribution that all staff and other professionals make to teaching and learning</li><li>• Contribute to, and share responsibility in, the corporate life of the school</li></ul>
<b>Main Responsibilities</b>	<ul style="list-style-type: none"><li>• Strategic development of SEN policy and provision</li><li>• Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision</li><li>• Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability</li><li>• Make sure the SEN policy is put into practice and its objective are reflected in the school development plan (SDP)</li><li>• Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice</li><li>• Evaluate whether funding is being used effectively, and suggest changes to make the use of funding more effective</li></ul>

	<ul style="list-style-type: none"> <li>• Provide professional guidance to colleagues and liaise and work with staff, parents, and other agencies to make sure that pupils with SEN receive appropriate support and high-quality teaching</li> </ul>
<b>Main Tasks</b>	<p><b>Operation of the SEN policy and coordination of provision</b></p> <ul style="list-style-type: none"> <li>• Maintain an accurate SEND register and provision map</li> <li>• Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support</li> <li>• Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment</li> <li>• Be aware of the provision in the local offer</li> <li>• Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies</li> <li>• Be a key point of contact for external agencies, especially the local authority (LA)</li> <li>• Analyse assessment data for pupils with SEN or a disability</li> <li>• Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness</li> </ul> <p><b>Support for pupils with SEN or a disability</b></p> <ul style="list-style-type: none"> <li>• Identify a pupil's SEN</li> <li>• Coordinate provision that meets the pupil's needs, and monitor its effectiveness</li> <li>• Liaise, link, support and maintain a professional dialogue with the SRP Leads in regards to all things SEN.</li> <li>• Secure relevant services for the pupil</li> <li>• Ensure records are maintained and kept up to date</li> <li>• Review the education, health and care plan (EHCP) with parents or carers and the pupil</li> <li>• Communicate regularly with parents or carers</li> <li>• Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil</li> <li>• Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities</li> <li>• Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability</li> </ul> <p><b>Leadership and management</b></p> <ul style="list-style-type: none"> <li>• Work with the Headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements</li> </ul>

	<ul style="list-style-type: none"> <li>• To provide reports to the Headteacher, Local Governing Body and Trustees on the development and progress of all SEN pupils</li> <li>• To make maximum use of the facilities in the provision, the facilities in the school and within the Coombe Academy Trust</li> <li>• Contribute to the school development plan and whole-school policy</li> <li>• Identify training needs for staff and how to meet these needs</li> <li>• Lead INSET for staff</li> <li>• Share procedural information, such as the school's SEND policy</li> <li>• Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability</li> <li>• Lead and manage teaching assistants (TAs) working with pupils with SEN or a disability</li> <li>• Lead staff appraisals and produce appraisal reports</li> <li>• Review staff performance on an ongoing basis</li> <li>• Respond within statutory timeframes to Local Authority consultations for mainstream places for pupils with an EHCP</li> </ul> <p>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 and take on the responsibility of deputy DSL.</p> <p>Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCo will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher and or line manager.</p>
<b>School Improvement Plan Focus</b>	To action relevant aims of the Trust Improvement Plan in line with school strategic direction as indicated by the headteacher
<b>Appraisal</b>	Participate in any arrangements within an agreed national framework for the appraisal of performance.
<b>Key Internal Relationships</b>	Headteacher, Leadership Team, Teaching Staff, Administrative Staff, Site manager, Pupils
<b>External Relationships</b>	Parents, Carers, Professionals from other Agencies, Governors, Voluntary and Statutory Agencies
<b>Resource Responsibilities</b>	N/A

<b>Budget Responsibilities</b>	N/A
<b>Health and Safety /Child Protection</b>	Ensure health and safety and child protection regulations are observed at all times

## **Terms of Employment**

### **Time**

*The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.*

### **Undertaking other duties as may reasonably be expected**

*NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.*

### **Records, reports and other written work**

*The post holder may be responsible for producing, consulting on and presenting written records and reports to: Headteacher, Senior Leadership, Governors, other teams/audience (as appropriate).*

Agreed by Dave Tan and Sam Salih

Date 20/3/2024