



CONFIDENTIAL – Priory School

Job Description			
Job Title	Special Educational Needs Coordinator (SENCO)	Job Holder	
Author	Sarah Moore	Date Created	January 2020
Date Reviewed		Next Review Date	

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role

The fundamental task of the SENCO (Resource Base) is to ensure that children with SEND receive targeted support to achieve their full potential and meet the requirements set out in their Educational Health Care Plans.

To have overall responsibility for determining the strategic development of SEND policy and provision in the school.

Key:

E – Of Essential Importance and Central to Job Role
D – Desirable

General Responsibilities

1.	Have day-to-day responsibility for the coordination of SEND provision to support individual pupils.
2.	Advise on the graduated approach to providing SEND support.
3.	Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
4.	Liaise with the parents of pupils with SEND.
5.	Liaise with early years providers (where required), other schools, educational psychologists, health and social care professionals and other bodies with regards to SEND provision.
6.	Be the key point of contact with external agencies, particularly the LA and its support services, and ensure that these links are actively promoted.
7.	Liaise with potential next providers of education to ensure pupils and their parents are informed about their options, and that a smooth transition is planned.
8.	Work with the headteacher and the governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regards to reasonable adjustments and access arrangements.
9.	Ensure the school keeps an accurate record of all pupils with SEND and that this remains up-to-date.
10.	Undertake training and CPD to improve and maintain a well-rounded knowledge of SEND provision to ensure duties can be effectively performed.
11.	Ensure the specific requirements of pupils with SEND are understood and support measures are implemented effectively.
12.	Have a sound knowledge of how relevant legislation, including the ' SEND Code of Practice ', impacts the school's SEND provision.
13.	Understand how the needs of pupils with SEND change as they get older.
14.	Participate in the implementation of EHC plans with parents of pupils with SEND, monitoring their impact and making any necessary adjustments to ensure pupils make progress.



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Teaching and Learning	
15.	Liaise with the headteacher to ensure an appropriate, broad, high-quality and cost-effective curriculum is delivered to pupils with SEND.
16.	Keep up-to-date with local and national developments in teaching pupils with SEND and communicate these to all members of staff.
17.	Monitor teaching and learning activities to ensure that they meet the specific needs of pupils with SEND.
18.	Support class teachers and support staff to identify barriers to learning for children with SEND and devise strategies to overcome these. Provide and source relevant training where appropriate to meet these needs

Leadership and Management	
19.	Coordinate and support the full SEND team
20.	Promote a safe and secure learning environment for pupils with SEND, and action improvement plans where necessary
21.	Provide professional guidance to staff to secure good quality teaching for pupils with SEND.
22.	Guide staff in recognising and fulfilling their responsibilities to support pupils with SEND.
23.	Contribute to the performance management process of any SEND teachers, learning support staff and TAs.
24.	Act as a point of contact and offer advice to staff seeking to learn more about, or develop skills relating to, SEND.
25.	Ensure the school's SEND provision is inclusive at all levels.
26.	Contribute to curriculum planning to ensure that it reflects the needs of pupils with SEND.
27.	Help to cater for the needs of pupils with SEND by contributing to the effective deployment of learning support staff.
29.	Contribute to the creation of an effective SDP which appropriately considers the needs of pupils with SEND.
30.	Ensure that learning support staff are supervised effectively.

Communicaton	
31.	Contribute to leadership meetings by reporting on the effectiveness of SEND provision and sharing information with the key stakeholders.
32.	Ensure staff are aware of developments with regards to SEND provision and policy in their identified areas of responsibility.
33.	Talk to pupils with SEND and listen to their feedback, with a view to developing a more effective support system.

Recording and Assessment	
34.	<p>Ensure that the school's administrative work for SEND is effectively completed, including the following:</p> <ul style="list-style-type: none"> • Learning support staff timetables • Reading timetables for pupils • Contact with outside agencies, e.g. careers and outreach agencies <p>The implementation of behaviour support plans by staff and their understanding by pupils</p>
35.	Work with teachers to set challenging targets for raising achievement amongst pupils with SEND.



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Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's 'Keeping Children Safe in Education' and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the School. You are required to have satisfactory Enhanced DBS clearance. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.