

Job Description	
Job Title:	SENCO
Terms & Conditions:	United Learning Trust
Pay Scale/ Grade:	United Learning Teacher's Pay Structure PT4 to EPT1
Post term:	Temporary until 31 st August 2026
Responsible to:	Head of School
Line Managing:	Teaching Assistants

The Role
To manage the provision for children identified as having Special Educational Needs and disabilities (SEND) or who are vulnerable, including promoting high quality teaching, effective use of resources and high standards of learning and achievement for all pupils.
Key functions
<ul style="list-style-type: none"> To work closely with the Executive Head Teacher, Head of School and other senior leaders and colleagues in the strategic development of the school's SEND policy, practice and provision. To oversee the day-to-day operation of that policy with the aim of raising SEND pupil achievement and attainment in line with the SEND Code of Practice. To lead, in liaison with SLT, the provision for SEND within Pegasus Primary school. To manage appropriate resources for supporting children with SEND and ensure that they are used efficiently, effectively and safely. To develop curriculum resources to ensure that pupils identified as having SEND have the required levels of support. To manage the implementation of an inclusive curriculum. To effectively communicate with outside agencies to ensure appropriate training and support for staff and the children they work with. To model best practice with regards to supporting children.
Specific Responsibilities
<ul style="list-style-type: none"> To support all staff in understanding the needs of and the most effective teaching approaches for children who have SEND through strategic CPD and dissemination of information. To support staff with the identification of pupils with SEND. To liaise with staff, families, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision. To co-ordinate and chair/facilitate effective school contributions and that of external agencies to all annual reviews. To apply for, develop and review EHCPs, working with local authorities, healthcare professionals, and external agencies to coordinate support where necessary. To line manage a team of teaching assistants where applicable. Ensure the effective use of resources to support children with SEND, including managing budgets and liaising with external agencies. To ensure effective strategic deployment of support and teaching staff to meet statutory hours and other identified support needs.

- To establish clear expectations and constructive working relationships within the school, devolving responsibilities and delegating tasks, as appropriate.
- To monitor progress of objectives and targets for children with SEND from teachers' plans, evaluate the effectiveness of teaching and learning through learning walks, work reviews and use these analyses to guide future improvements.
- To analyse and interpret relevant school, local and national data and advise the Head of School on the level of resources required to maximise achievement.
- To lead by example and provide the motivation and direction for the school and whole staff team.
- To support the provision for children who have SEND or are vulnerable, working effectively with teachers and support staff to promote inclusive learning environments.
- To liaise with relevant outside agencies to ensure that individual children's special educational needs are met effectively and that the requirements of EHCPs are met fully.
- To ensure that staff are kept informed of children's SEND and advise on areas to develop and support and ensure that Pupil Profiles are kept up to date.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- To build positive relationships and liaise with families about their children, as appropriate.
- To prepare the relevant statutory paperwork for Annual Review Meetings, Education, Health and Care Needs Assessments and reports for outside agency involvement.
- Within the context of the school's aims and policies, to develop and implement intervention groups and support, tracking the progress of the children and evaluating the effectiveness of the provision.
- To manage and maintain provision maps.
- To support children and staff with managing challenging behaviour, and model best practice at all times, ensuring a positive, nurturing, consistent approach to all interactions with children, in line with Pegasus's Behaviour Policy.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Health & Safety

- Co-operate with health and safety requirements.
- Report all defects and hazards to the member of staff responsible for this in your school.
- Complete the action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts. Inform employer of any "Near-Misses".
- Be familiar with the emergency action plans for fire, first aid, bomb security and off-site issues.
- Raise health and safety issues with pupils.

Responsibilities

- Promote and ensure the health and safety of pupils (staff & visitors) at all times
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the schools within Oxford Cluster
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

- Ensure health and safety policies and procedures are complied with at all times
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities

Not all roles can be covered in this job description. A flexible approach is required at all times to ensure the smooth operation of the school.

Performance Management	
•	To participate fully in the trust's Performance Management process
•	Attend relevant INSET training for your role
Knowledge, Skills & Experience	
•	Keep up to date with developments relating to your role
•	Review and maintain your own professional practice through agreed development activities
•	Ensure statutory requirements are met
•	Ensure a secure knowledge and understanding of all academy policies and procedures
Personnel	
•	Identify and support Continuing Professional Development (CPD) needs of others
•	Able to undertake physical elements of the role
•	Practical with DIY skills
•	Well organised, conscientious & reliable
•	Flexible in their approach to planning their working day
•	Communicate effectively to all members of the team
•	Work collaboratively with other staff
•	Meet in accordance with calendared meetings and with line managers as agreed

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Executive Head Teacher. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Every member of staff at has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We take the safeguarding of students and staff seriously. All staff are expected to support this ethos.

Employee

Name	
Signature	
Date	