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| Job Title: | SENCO | Job Category: |  |
| Responsible to: | Head Teacher | Supervisory Responsibility: | Yes |
| Location: | Roxeth Primary School | Position Type: | Permanent |
| Grade/Salary: | MPS/UPS | Hours per Week: | TBA |
| Applications Accepted By: | | | | |

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| Email: office@roxeth.harrow.sch.uk | Post: Mr S Deanus, Head Teacher  Roxeth Primary School, Brickfields, Byron Hill Road, Harrow on the Hill, Middx, HA2 0JA |

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| Job Description |
| Job- Related Knowledge, Aptitudes and Skillsessential 1. SENCO qualifications or willingness to undertake  2. Understand the characteristics of effective teaching and learning styles in order to support pupils with SEN  3. Have the ability to devise, formulate, implement and review SEN Support Plans  4. Know about the SEN code of practice and equal opportunities legislation and how these apply to pupils with  Statements as well as those without  5. Have the ability to communicate information effectively to the LA; external agencies; parents; other schools  and pre-school providers  6. A commitment to safeguarding the needs of all children  7. An excellent classroom practitioner  8. Have good communication skills, both written and oral  9. Have good presentation skills with the ability to enthuse and motivate others  10. Demonstrate commitment and confidence in meeting the needs of SEN pupils  11. Be able to provide professional direction to the work of others  12. Be able to provide professional direction to the work of others  13. Disseminate and encourage the effective application of good practice in other areas of the school to the provision for pupils with SEN  14. The ability to prioritise and manage your own time effectively, particularly in relation to balancing the demands made by administrative duties; teaching and acting as a resource for others  15. Adaptable to changing circumstance and new ideas  16. A commitment to your own professional development |

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| Reviewed By: |  | Date: |  |
| Approved By: |  | Date: |  |
| Last Updated By: |  | Date/Time: |  |
| Signature of Post Holder: |  | Date: |  |
| Signature of Head Teacher: |  | Date: |  |

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| **Roxeth Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of all children and expects its employees to share this commitment** |