

## **SENCO Job Description/Person Specification**

**Line Manager:** Headteacher

**Line Management Responsibilities:** Teaching Assistants

### **Main Purpose**

To ensure that the school meets its statutory obligations in relation to pupils with SEND, the postholder will:

- Ensure compliance with all aspects of the EHCP process
- Provide leadership, management and guidance in the area of SEND to secure high-quality teaching and effective use of resources
- Liaise with:
  - SENCOs from feeder primary schools to ensure consistency of approach regarding transition;
  - Pupils and their families;
  - Relevant professionals from outside agencies; and
  - The local authority.
- Ensure that statutory activities and meetings (such as the Annual Review processes) are undertaken
- Establish short, medium and long-term individual learning plans are in place for pupils, appropriate to their individual needs
- Ensure schemes of work are adapted/differentiated appropriately and evaluated for their impact on teaching and learning
- Monitor the quality of support for our pupils and its impact
- Disseminate good practice relating to SEND through INSET, coaching and mentoring mechanisms, to enable all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND
- Work collaboratively with our partner schools across the Trust to ensure all pupils achieve the very best of their ability
- Ensure all policies relating to SEND are in place, reviewed and updated as required
- Ensure effective utilisation of the full range of resources available
- Manage the budget attached to SEND
- Support the Senior Leadership Team in monitoring SEND provision

The postholder will also be the designated teacher for our pupils who are Looked After Children.

*Please note this list is not exhaustive.*

### **Qualifications**

The postholder will hold the National Award for Special Needs Co-ordination (NASENCO) Qualification, or have a willingness to undertake the NASENCO Qualification.

### **Knowledge and Understanding**

The postholder will have knowledge of:

- The SEN Code of Conduct and its practical application
- The EHCP process and evidence required

- Behaviour management techniques
- Good understanding of curriculum and pedagogical issues related to extending pupil performance and the development of thinking skills
- The funding support mechanism for SEND

### **Skills and Personal Attributes**

It is essential that the postholder:

- Is able to empathise with the challenges faced by pupils with SEND
- Organise and sustain systematic support from a variety of providers for a range of SEND
- Manage the coordination of teaching assistance in support of SEND pupils
- Advise and motivate teaching staff with SEND initiatives
- Is an excellent classroom practitioner
- Has good communication skills, both written and oral
- Has good organisation skills
- Has a genuine liking for young people and a passion for supporting SEND pupils
- Is committed to continuous professional development to ensure SEND provision, practice and knowledge is current and up to date