Job Description

Special Educational Needs Co-ordinator (SENCO)

Job purpose

To lead, manage and co-ordinate the school's provision for pupils with special educational needs and disabilities (SEND), ensuring that all pupils have access to high quality teaching, appropriate support and opportunities to achieve their full potential.

The SENCO will provide strategic leadership and day to day oversight of SEND provision, ensuring that the school meets its statutory responsibilities under the Children and Families Act 2014, the SEND Regulations and the SEND Code of Practice.

The postholder will work closely with the Headteacher, staff, parents, pupils, governors and external agencies to promote an inclusive school environment in which individual needs are recognised, understood and effectively supported.

Main responsibilities

1. Leadership and strategic development

- Lead and co-ordinate the school's SEND provision and contribute to the development of an inclusive whole-school approach.
- Work with the Headteacher and staff to develop, implement and review the school's SEND policy and associated procedures.
- Advise the Headteacher and Governing Body on SEND developments, priorities and statutory responsibilities.
- Contribute to school self-evaluation and improvement planning in relation to SEND and inclusion.
- Monitor the effectiveness of SEND provision and identify areas for improvement. This will include overseeing interventions, monitoring impact and arranging / leading staff CPD.

- Promote high expectations for pupils with SEND and ensure that their needs are considered in whole-school planning and decision-making.
- Keep up to date with changes in legislation, guidance and good practice and communicate relevant developments to colleagues.

2. Identification, assessment and monitoring

- Oversee arrangements for the early identification of pupils who may have special educational needs.
- Maintain and regularly review the school's SEND register.
- Work with class teachers to assess pupils' needs and identify appropriate support and interventions.
- Ensure that appropriate records, assessments and documentation are maintained.
- Develop and monitor provision maps and individual support arrangements in collaboration with teaching staff.
- Monitor and evaluate the progress and attainment of pupils with SEND, identifying where provision needs to be adapted.
- Ensure that appropriate arrangements are in place for reviewing pupils' needs and progress.

3. EHCPs and statutory processes

- Co-ordinate requests for Education, Health and Care Needs Assessments (EHCNAs), including gathering evidence and liaising with relevant professionals and families.
- Co-ordinate and attend annual reviews of Education, Health and Care Plans (EHCPs).
- Ensure that annual reviews are completed within statutory timescales and that appropriate paperwork and recommendations are submitted.
- Monitor the implementation of EHCP provision and work with staff to ensure that specified support is delivered.
- Liaise with the Local Authority regarding EHCPs, funding, consultations and changes to pupils' needs.
- Ensure the school fulfils its responsibilities in relation to the graduated approach of assess, plan, do and review.

4. Supporting and developing staff

- Provide advice, guidance and support to teachers and support staff in meeting the needs of pupils with SEND.
- Support colleagues in planning and adapting teaching to ensure that pupils with SEND can access the curriculum.

- Promote effective differentiation, inclusive teaching strategies and appropriate interventions.
- Identify training needs and contribute to staff development and the sharing of good practice.
- Support the effective deployment of teaching assistants and other support staff in meeting pupils' individual needs.
- Work with staff to evaluate the effectiveness of interventions and additional support.

5. Partnership with parents and carers

- Establish and maintain positive, constructive relationships with parents and carers.
- Ensure that parents are appropriately involved in decisions about their child's education and support.
- Provide opportunities for parents to discuss their child's needs, progress and provision.
- Communicate sensitively and effectively, particularly where families may be experiencing difficulties or uncertainty.
- Encourage a partnership approach in which parents' knowledge and views are valued.

6. Liaison with external agencies and professionals

- Work collaboratively with the Local Authority SEND team and relevant external professionals.
- Liaise with educational psychologists, specialist teachers, therapists, health professionals and other agencies as appropriate.
- Co-ordinate professional advice and ensure recommendations are communicated to relevant staff and incorporated into provision where appropriate.
- Attend relevant multi-agency meetings and contribute to planning for pupils with additional needs.
- Support effective transition arrangements between year groups, key stages and other educational settings.

7. Reporting, administration and resources

- Prepare and maintain accurate SEND records and documentation.
- Produce the school's annual SEND Information Report in collaboration with the Headteacher.
- Provide regular updates to the Headteacher and Governing Body on SEND provision, pupil progress and key developments.
- Contribute to the preparation and review of the SEND budget and advise on resources required to meet pupils' needs.
- Monitor the effectiveness and impact of interventions and resources.

- Ensure that SEND documentation is appropriately stored, maintained and shared in accordance with data protection requirements.

8. Safeguarding and inclusion

- Promote the welfare and safeguarding of all pupils, recognising that pupils with SEND may be particularly vulnerable.
- Follow the school's safeguarding, child protection, health and safety and confidentiality procedures.
- Work with the Designated Safeguarding Lead and other relevant staff where concerns arise.
- Promote equality of opportunity and ensure that pupils with SEND are included in the wider life of the school.
- Support the school's Catholic ethos and commitment to recognising the dignity and value of every child.

General responsibilities

- Maintain professional standards and confidentiality at all times.
- Undertake relevant professional development to maintain and enhance knowledge and skills.
- Work collaboratively with colleagues to promote the aims and values of St Francis Catholic Primary School.
- Undertake other reasonable duties appropriate to the responsibilities and grade of the post, as directed by the Headteacher, including covering classes as the need arises.

This job description is not exhaustive and may be reviewed and amended in consultation with the postholder to reflect the changing needs and priorities of the school.