



St. John's
Catholic
Primary School • Bath
Shine | Celebrate | Grow

Post Title: SENCo
Responsible to: Headteacher
Salary: Main Scale/UPS +SEN Allowance
Hours: 3 days per week.

Job Purpose:

To support and promote an inclusive culture throughout the school, enabling all children to achieve their best, overcoming barriers to learning and participation. The SENCO holds a very important strategic role in the senior leadership team of the school. It entails co-ordinating appropriate provision for children with special needs and liaising with colleagues, parents/carers and outside agencies. The role also includes overseeing provision for looked after children and previously looked after children, pupils with medical needs and other identifiable groups who need additional support.

Responsibilities of the Role:

- A commitment to the School's Mission Statement
- In consultation with the Headteacher, staff and governors, review, develop and implement all relevant policies in line with National guidelines.
- Support staff in understanding the learning needs of children with specific needs and the importance of raising their achievement; disseminating the most effective teaching approaches.
- Understand, demonstrate the characteristics of high quality teaching as well as strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
- Liaise with other co-ordinators to ensure that appropriate provision is made for children across all areas of the curriculum.
- Maintain a register of children with specific needs identifying provision being made.
- Provide guidance and assist teachers in identifying children with learning, behavioural, medical or emotional difficulties
- Advise and co-ordinate detailed assessments and case studies as necessary.
- Advise and assist class teachers and other members of staff in planning individual or group programmes for children who require extra provision.
- Ensure that appropriate methods of assessing and recording children's needs and progress are introduced and maintained.
- Keep informed of current developments by attending in-service course, visits, reading and study.
- Select equipment and materials for order within an agreed budget.

- Liaise with other agencies including: educational psychologist, school health service, social services, speech therapists, AWSS, CAMHS etc
- Organise and chair inter agency meetings to discuss the needs and progress of identified children as required.
- Be a Deputy DSL, leading Team Around the Child meetings and Team around the family meetings as necessary. Attending meetings for CP children and ChiN meetings.
- Support teachers to organise and chair review meetings for parents to discuss progress of individual children.
- Liaise with pre-school groups, and Secondary schools to promote continuity and progression for children with special needs.
- Assist the Headteacher in keeping parents and Governors informed about provision for identified groups.
- Manage, support and monitor (including performance appraisal) the work of the TAs and other staff as agreed with the Headteacher.
- Organise professional development opportunities for staff and be able to deliver staff training throughout the school.
- Co-ordinate and support the planning for the teaching and support of identified children.
Monitor teaching and learning of pupils who have been identified as requiring specific support.
- Ensure inclusive practice and equality of opportunity for all.
- To prioritise and manage own time effectively.
- To take responsibility for own professional development.
- To line manage the Pastoral and SEND Support HLTA.

The job description encompasses the above statements, but the SENCO should be willing to undertake any other tasks which the Headteacher might reasonably require.

Key Accountabilities

Policy:

- Ensuring that the SEND policy is compatible with the individual needs of pupils.
- Being aware of the statutory requirements and LA policy and ensuring that the school policy is compatible with both.
- Organising and contributing to policy development, review and evaluation, including the SDP.

Procedures:

- Developing, maintaining and improving systems for identifying and providing for SEND.
- Ensuring that the procedures for the identification, assessment, planning provision and review of SEND are in line with the Code of Practice recommendations.
- Organising and gathering information for review meetings.

Identification, Assessment, Monitoring and Recording:

- Setting up and evaluating systems for the identification, assessment and monitoring of those children with Special Needs.
- Advising and supporting colleagues on the identification and assessment of SEND.
- Liaising with outside agencies.
- Advising the Headteacher on those pupils who meet the criteria for Statutory Assessment and preparing and submitting the necessary paperwork.
- Advising and supporting colleagues on liaising with parents of children with Special Educational Needs and ensuring that parents are kept fully informed of their child's progress.

Provision:

- Advising and supporting colleagues on setting targets and developing Provision Maps.
- Advising and supporting colleagues on providing access to a broad and balanced curriculum and differentiation strategies.
- Liaising with other curriculum co-ordinators to ensure provision for pupils with Special Needs across the curriculum.
- Keeping colleagues informed of pupils whose SEND require special provision and responding to concerns expressed by colleagues in respect of pupils experiencing difficulties.
- Establish close working relationships with external services and agencies to ensure that all Special Needs are being met.
- Monitoring, reviewing and evaluating provision being made to meet the needs of individual pupils.

Resources:

- Maintaining and developing resources for meeting SEND.
- Auditing the school's resource needs.
- Advising teachers on what resources are available and keeping up to date with new developments.
- Managing the resources budget and ordering new resources.

Professional Development:

- Introducing new staff to policies, procedures and resources.
- Organising systems for keeping the Headteacher and colleagues informed about new development in SEND.
- Auditing staff needs in the area of SEND.