



St Paul's Church of England Primary School Kingston Hill

Our Mission

At St Paul's Church of England Primary School, we are educated for life, with the love of God and Christian Values, at the heart of our school.

Job Description

- **Post Title:** Special Educational Needs Coordinator (SENCo)
 - **Reporting to:** Head Teacher
 - **Relationships:** Head Teacher, Deputy Head Teacher, Senior leadership team, Designated Safeguarding Lead, Deputy Designated Safeguarding Leads and Senior Mental Health Lead,
 - teaching staff, non-teaching staff, pupils, parents/carers, governors, school development partner, professionals from other agencies such as Speech and Language, CAMHS, Occupational Therapy and Educational Psychology, Local Authority SEN team
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Main purpose of job

The SENCO, under the direction of the headteacher, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents/carers and other agencies

Main Responsibilities

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)

- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
- working with the headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements

Support for pupils with SEN or a disability

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Monitor teaching and learning activities to meet the needs of pupils with SEN or a disability and promoting the graduated approach to providing SEN support
- Secure relevant services for the pupil
- Ensure records, including Support Plans and Provision Maps, are maintained and kept up to date
- Review support plans and/or education, health and care plans (EHCP) with parents/carers and the pupil
- Communicate regularly with parents/carers and develop and maintain positive relationships
- Work with teachers, parent/carers and pupils to ensure individual targets for pupils with SEN or a disability are both achievable and aspirational
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

Leadership and management

- Work with the Head Teacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Work closely and effectively with the Designated Safeguarding Lead, the Senior Mental Health Lead and the Assessment Lead
- Prepare and review information the governing board is required to publish
- Update the Head Teacher and governing body on the effectiveness of provision for pupils with SEN or a disability
- Contribute to the school development plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Identify resources needed to meet the needs of pupils with SEN or a disability and advise the Head Teacher of priorities for expenditure

- Contribute to INSET for staff
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage teaching assistants (TAs) working with pupils with SEN or a disability
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies. To be a key point of contact with external agencies, especially local authority and its support services

PERSON SPECIFICATION

All criteria will be investigated via the application form, interview and references

<u>COMPETENCIES/ATTRIBUTES</u>	<u>CRITERIA</u>
<u>Knowledge/Qualifications</u>	
Qualified Teacher Status (DfE Number)	Essential
SENCo national qualification or a desire and commitment to undertake and complete this within the next two years)	Essential
Strong IT skills including Word, Excel, Google Forms	Essential
<u>Experience/Skills</u>	
Experience of teaching across Key Stages, in particular proven experience of teaching pupils with SEN within mainstream or specialist settings	Desirable
Ability to work on the strategic development of SEN policy and provision in the school	Essential
Thorough and up to date knowledge of the SEN code of practice and SEN issues	Essential
Experience of managing assessment, recording and reporting processes in accordance with schools and similar institutions' policies and procedures	Essential
Ability to manage staff	Essential
Be an effective team player, working with all levels within the school	Essential
<u>Personal Attributes</u>	
Establish and maintain good relationships with students, parents/carers and governors	Essential
Excellent communication skills – both written and oral	Essential
Maintain confidentiality and integrity at all times	Essential
Be approachable and empathetic, open minded and positive	Essential
Organised and resourceful	Essential
Committed, resilient and hard working	Essential