

St Peter's CE Primary School
Chippenham Mews London W9 2AN
Headteacher: Mrs Alice Ducros
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Job Description- SENCO

DUTIES

To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions document.

Set out in the remainder of this job description are the duties to be undertaken and performed to the satisfaction of the headteacher and governing body by the postholder in the role of SENCO.

School Responsibilities:

- To promote the Christian ethos of the school.
- To ensure that the ethos reflects the agreed aims, principles of learning and our policy on equal opportunities and thereby promote the general progress and well-being of each child.
- To maintain good order and discipline among the pupils and safeguard their health & safety both on school premises and on authorised school activities elsewhere.
- To foster good relationships with staff, children, parents, governors and the local community.
- To have high expectations of yourself and of the children.

SENCO responsibilities:

The SENCO plays a vital role in ensuring that all pupils with special educational needs and disabilities (SEND) receive the support they need to thrive academically, socially and emotionally. The SENCO leads the strategic development of the school's SEND provision, coordinates support for pupils and works closely with staff, families and external agencies to secure the best outcomes.

Strategic Leadership of SEND

- Lead the school's vision, culture and strategic approach to inclusion and SEND.
- Oversee the implementation of the SEND policy in line with statutory requirements.
- Use data and assessment information to identify needs, track progress and evaluate the impact of interventions.
- Contribute to whole-school improvement planning and curriculum development to ensure inclusivity.

Supporting Pupils

- Coordinate targeted support for pupils with SEND, including those with EHCPs, emerging needs and vulnerable learners
- Work alongside class teachers to ensure high-quality, adaptive teaching is embedded across the school

- Oversee assessment processes, including diagnostic assessments and referrals when needed
- Monitor pupil progress and ensure effective provision mapping.
- Write Individual Support Plans for pupils
- Deliver and monitor interventions to groups of pupils

Working with Staff

- Support and coach teachers and support staff in delivering effective strategies for SEND pupils.
- Lead training, professional development and staff meetings related to SEND and inclusion.
- Ensure that staff understand their statutory responsibilities related to SEND.

Working with Families

- Build strong, trusting relationships with families, ensuring they feel supported and involved.
- Lead meetings such as annual reviews, support plan reviews and multi-agency discussions.
- Provide guidance for parents on SEND processes, provision and access to support.

Liaison with External Agencies

- Work collaboratively with educational psychologists, therapists, health professionals, social care, local authority SEND teams and other partners.
- Coordinate referrals and ensure timely follow-up on recommendations.
- Prepare required documentation for local authority processes, including EHCP applications and reviews.

Compliance and Administration

- Maintain up-to-date SEND records, including provision maps, pupil profiles and statutory paperwork.
- Ensure the school meets all statutory requirements outlined in the SEND Code of Practice
- Oversee budgets related to SEND resources and High Needs Funding applications.
- Report regularly to the Headteacher and governors on the effectiveness of SEND provision.

Other responsibilities

To undertake such duties of a similar nature as may be reasonably directed by the headteacher from time to time.

Note: The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the headteacher in the light of those changing requirements and in consultation with the postholder and governing body.

Signature of postholder:

Signature of Headteacher: