

## JOB DESCRIPTION

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| <b>JOB TITLE:</b>      | Special Educational Needs Coordinator (SENCO) |
| <b>RESPONSIBLE TO:</b> | Head Teacher                                  |
| <b>LOCATION:</b>       | Temple Hill Primary Academy                   |
| <b>PAY RANGE:</b>      | Main                                          |

### OVERALL RESPONSIBILITY

- 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; and
- provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- The SENCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document

### MAIN ROLES AND RESPONSIBILITIES

#### Key Duties & 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.
- Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan.
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice.
- Evaluate whether funding is being used effectively and propose changes to make use of funding more effective.

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| <p><b>Operation of the SEN policy and co-ordination of provision</b></p> | <ul style="list-style-type: none"> <li>• Maintain an accurate SEND register and provision map.</li> <li>• Provide guidance to colleagues on teaching pupils with SEN or a disability and advise on the graduated approach to SEN support.</li> <li>• Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment.</li> <li>• Be aware of the provision in the local offer.</li> <li>• Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies.</li> <li>• Be a key point of contact for external agencies, especially the local authority.</li> <li>• Analyse assessment data for pupils with SEN or a disability.</li> <li>• Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness.</li> </ul> |
| <p><b>Support for pupils with SEN or a disability</b></p>                | <ul style="list-style-type: none"> <li>• Identify a pupil's SEN.</li> <li>• Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness.</li> <li>• Secure relevant services for the pupil.</li> <li>• Ensure records are maintained and kept up to date.</li> <li>• Review the education, health and care plan with parents or carers and the pupil.</li> <li>• Communicate regularly with parents or carers.</li> <li>• Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil.</li> <li>• Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.</li> <li>• Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability.</li> </ul>          |
| <p><b>Leadership and management</b></p>                                  | <ul style="list-style-type: none"> <li>• Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.</li> <li>• Prepare and review information the governing board is required to publish.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|                                         | <ul style="list-style-type: none"> <li>• Contribute to the school improvement plan and whole-school policy.</li> <li>• Identify training needs for staff and how to meet these needs.</li> <li>• Lead INSET for staff.</li> <li>• Share procedural information, such as the school's SEN policy.</li> <li>• Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability.</li> </ul>                                                                                                                                                                                                                      |
| <b>Other areas of responsibility</b>    | <ul style="list-style-type: none"> <li>• The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Data Protection Responsibilities</b> | <ul style="list-style-type: none"> <li>• Ensure that personal data of students and colleagues is collected, processed, and stored securely, following the school's data protection policy.</li> <li>• Use school-approved platforms and tools to communicate with students, parents, and colleagues to maintain data protection compliance.</li> <li>• Report any data breaches, potential breaches, or subject access requests (SARs) to the designated Data Protection Officer (DPO) and/or onsite data protection lead promptly.</li> <li>• Complete any required data protection training to maintain awareness of the relevant legislation and best practices.</li> </ul> |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

*The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.*

Postholder's

signature:\_\_\_\_\_

Postholder's

name:

\_\_\_\_\_

Date:\_\_\_\_\_

\_\_\_\_\_

#### PERSON SPECIFICATION

| CRITERIA | QUALITIES |
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| <b>Qualifications &amp; Training</b> | <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment</li> <li>• Degree</li> </ul>                                                                                                                                                                                                                                                                                                                                                          |
| <b>Experience</b>                    | <ul style="list-style-type: none"> <li>• Teaching experience</li> <li>• Experience of working at a whole-school level</li> <li>• Involvement in self-evaluation and development planning</li> <li>• Experience of conducting training/leading INSET</li> </ul>                                                                                                                                                                                                                                                                                                         |
| <b>SKILLS AND KNOWLEDGE</b>          | <ul style="list-style-type: none"> <li>• Sound knowledge of the SEND Code of Practice</li> <li>• Understanding of what makes 'quality first' teaching, and of effective intervention strategies</li> <li>• Ability to plan and evaluate interventions</li> <li>• Data analysis skills, and the ability to use data to inform provision planning</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to build effective working relationships</li> <li>• Ability to influence and negotiate</li> <li>• Good record-keeping skills</li> </ul> |
| <b>PERSONAL QUALITIES</b>            | <ul style="list-style-type: none"> <li>• Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school</li> <li>• Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> </ul> <p>Commitment to safeguarding and equality</p>                                                                                                              |

Postholder's  
signature:\_\_\_\_\_

Postholder's  
name: \_\_\_\_\_

Date:\_\_\_\_\_