

## JOB DESCRIPTION

<b>Job Title:</b>	<b>SENCo &amp; Teacher</b>
<b>Grade:</b>	<b>Main Scale / Upper Pay Scale + SEN Allowance</b>
<b>Accountable to:</b>	<b>Headteacher</b>
<b>Place of work:</b>	<b>Chamberlayne College for the Arts</b>
<b>FTE:</b>	<b>Full time with reduced teaching timetable responsibility</b>

### Key Purpose:

The SENCo will:

- Determine the strategic development of Special Educational Needs (SEN) policy and provision in the school
- Be responsible for the day-to-day operation and implementation 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 and other agencies
- Ensure that policy and systems comply with the expectations of the SEN Code of Practice
- **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 and teachers' standards.**

### Main Responsibilities:

#### Leadership and Management:

- Work with the School Leader and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Monitor and evaluate the effectiveness of quality first teaching, specific provision and interventions to ensure high quality teaching of SEN across the school
- Identify staff training needs and plan how to meet these needs
- Lead INSET and SENCo surgeries for staff as required
- Lead and manage teaching assistants working with pupils with SEN or a disability
- Monitor and evaluate progress of children on the SEN register
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective

- Keep up to date with national and local policies related to SEN and cascade information to colleagues.

**Operation of the SEN policy and co-ordination of provision:**

- Ensure effective and efficient multi-professional working on a school and locality basis.
- Act, or develop systems that act, as a single point of entry for requests for educational support from school stakeholders.
- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of funding and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer and keep the school information report up to date
- Work with other schools, educational psychologists, health and social care professionals, and other external agencies to find the best provision for children
- Be a key point of contact for external agencies, especially the local authority
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

**Support for pupils with SEN or a disability:**

- Identify, or support with the identification of, a pupil's SEN
- Co-ordinate provision to meet the pupil's needs, including the production of EHCPs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the Education, Health and Care Plan with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure that if the pupil transfers to another school, all relevant information is shared to 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
- Ensure children's health care plans are kept up-to-date and are fit for purpose

***Other Duties:***

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- Support the aims, values, mission and ethos of the Trust and participate to the team approach of the Trust
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to

the business affairs of our schools or Trust and its customers/stakeholders, products and product lists

- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or received appropriate training to carry out these duties.

**Manager Signature:** .....

**Employee Signature:** .....

**Date:** .....