

Responsibility Profile for SENCO

Title: SENCO
Responsible to: Deputy Headteacher
Date: January 2022

Duties: The current School Teachers' Pay and Conditions Document and the Professional Standards for Teachers applies to the professional duties of all teachers in all teaching posts.

Pay Scale: MPR plus TLR2B

Approximately 15% of students at The Ongar Academy are deemed to have some SEN. Our students are primarily supported in lessons through high quality teaching. There are also Learning Support Assistants who work closely with students with more complex needs. The Learning Haven is used to provide additional support to pupils throughout the school day. The school works with a variety of external agencies to provide additional support to students where necessary.

The SENCO will be accountable for:

- The progress made by SEND students at The Ongar Academy
- The quality of provision for SEND students at The Ongar Academy ensuring that it meets all statutory requirements.

The SENCO will be responsible for:

- Ensuring the school has an effective 'Special Needs Policy' which reflects the current Code of Practice and is implementing this policy.
- Co-ordinating assessments of students' needs.
- Setting targets and sharing this information with staff and governors.
- Liaising with outside agencies where required.
- Effectively managing the SEND budget.
- The professional development of Student Support staff.
- Sharing good practice in the teaching of SEND students across the school.
- Analysing the progress data of SEN students, implementing appropriate intervention where there is underperformance and monitoring its impact.
- Deploying Student Support staff and resources effectively.

The SENCO will also be expected to:

- Performance manage members of the team as appropriate.
- Participate in the recruitment of Student Support staff.
- Attend Senior Leadership team/Executive meetings as required.

The duties listed above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the job, skills and grade.

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post-holder.

The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.