

# The Windsor Boys' School

## SENCO

### Job Description



<b>Job Title</b>	SENCO
<b>Location</b>	Pupil Services
<b>Reporting To</b>	Headteacher and Senior Leadership Team
<b>Salary</b>	Leadership Scale (L12-14)

#### Job Purpose

The SENCO will be responsible for leading on the development of SEN throughout the whole school.

The Special Educational Needs Co-ordinator (SENCO) will be responsible for ensuring the Special Educational Needs (SEN) provision is being efficiently and effectively managed. The SENCO will work with the SLT, teaching assistants, tutors, teachers and other staff to ensure the School's curriculum and teaching and learning practices meet the individual needs of every student and the standards set down in relevant Legislation and Codes of Practice.

As a significant role in the school the SENCO will be a member of the extended Senior Leadership Team.

This would be an ideal opportunity for an ambitious and aspiring school leader.

#### Leadership Role

- Working with the Senior Leadership Team to quality assure the provision of Quality First Teaching across the school, particularly in relation to students with SEN
- Working with the Senior Leadership Team to quality assure the implementation of the curriculum for students with SEN
- Identifying and delivering training needs for school staff in relation to the teaching of SEN students
- Undertake quality assurance reviews of the school's SEN provision
- Be accountable for the attainment, achievement and progress of all students with SEN
- Develop a system of working closely with parents to co-produce learning and support plans for students with SEN

#### Managerial Role

##### *Key responsibilities*

- Oversee and manage the provision for inclusion of SEN students across the curriculum
- Oversee SEN Policy and implementation

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- Ensure that the legal requirements of the Code of Practice are followed and that students receive their entitlement at the relevant stages
- Ensure that the SEN Register is kept up to date and effectively communicated to staff
- Ensure Annual Reviews and strategy meetings are of a consistently high quality, overseeing the completion of IAPs where relevant and ensuring suitable records are kept
- Strategically evaluate teaching, learning, resources and personnel issues
- Lead/Chair meetings with parents and external agencies.

### ***Line Management***

- Learning Support Assistants
- HLTAs

### ***Learning and Teaching Role***

- Teach and effectively deliver the curriculum to a range of classes throughout Key Stages 3, 4 and 5 (between 10-15 lessons out of 50 a fortnight)
- Work with the head of transition to ensure a smooth move from middle school to TWBS, and transition beyond TWBS at post-16 and post-18
- Demonstrate excellent practice in the delivery of the curriculum for students with SEN
- Support the development of effective teaching strategies to meet specific needs across the school
- Advise and assist staff in the writing of bespoke plans for SEN students.
- Promote the delivery of an appropriately adapted curriculum and teaching
- Small group and SEN teaching as appropriate

### ***Assessment and Reporting***

- Ensure appropriate arrangements are made for students with regard to internal and external assessment and examination
- Analyse and interpret relevant school, local and national data and advise the Headteacher on the level of resources required to maximise achievement

### ***Monitoring and Review***

- As part of the school's annual review undertake regular reviews of the school's SEN provision and local offer
- Monitor and review the impact of additional provision on standards and progress of students with special educational needs
- Provide regular information to the Headteacher and Governing Body on the evaluation of SEN provision

### ***Liaison Role***

- Work with subject leaders to ensure quality of teaching and learning for SEN students across the curriculum
- Work with other staff to ensure equality of access to out of school and extra-curricular activities for students with SEN
- Liaise with the educational psychologist and other external professionals about specific strategies and personalised learning to support students with SEN

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- Conduct effective liaison with partner schools and other external agencies, external professionals and other local SEN provision
- Liaise closely with parents, carers, education welfare officers and other agencies to ensure a high quality and appropriate service is provided for each student with SEN
- Be a champion for the school's ethos, promoting inclusion and providing support and challenge for individuals within the context of the school's vision
- Engage with Local Authority SEN Team and Area SENCO

### ***Staff Development Role***

- Ensure all staff have the skills and knowledge to meet identified needs across the school
- Disseminate information, knowledge and research material relevant to SEN
- Lead in the continuous professional development for staff in relevant areas
- Lead on staff INSET where appropriate

### ***Other Duties***

- To undertake additional, negotiated responsibilities as may be reasonably delegated by the Head or Deputy Head Teacher