



## **WALTHAMSTOW ACADEMY**

### **JOB DESCRIPTION**

(in addition to that for a Subject Teacher)

### **SENCO**

#### Job Purpose

- to develop a distinctive and coherent vision for Special Educational Needs, working with the SLT link for Inclusion to develop policy and strategic direction and ensuring a high quality learning experience for all students with special educational needs.
- to be responsible for the operation of the Academy's SEN policy, co-ordinating all special needs activity within the Academy and ensuring the effective day-to-day delivery of SEN provision
- to raise expectations and levels of engagement and attainment of SEN students with sound strategies for identification and monitored and meeting need
- create and foster a commitment amongst all staff to meet the needs of SEN students, building expertise within all staff that delivers high quality learning and teaching
- to involve appropriately parents and the wider community in the activities of your area

#### Responsibilities

- to know, follow and act as a point of reference with regards to national regulations on arrangements for students with SEN
- to ensure all students with an Educational Health Care Plan receive the reasonable adjustments set out in their plan and an annual Person Centred Review takes place with the Waltham Forest SEN Officer and parent/carer.
- to maintain the Academy's register of student needs, and oversee related records including the creation, implementation and review of pupil passports and reasonable adjustment forms.
- to develop effective working relationships with the parent/carers of students with special educational needs
- to ensure there is a clear system for referral at stages other than point of entry and set up follow-up processes for these referrals
- co-ordinate arrangements for the screening of all students on entry and using the resulting to identify and assessing any special needs
- to analyse all transfer, performance and potential testing data to identify students requiring additional support and to work with the SLT link to develop the expertise of all staff in this area
- to co-ordinate the LSA deployment structure and timetable monitoring the impact of LSAs in both the classroom and after school interventions.

- to play a lead role in the induction and professional development and SEN training for all staff in the Academy; offering guidance on appropriate strategies and effective teaching and learning styles as well as sharing legislation, research, innovation and best practice
- to support middle leaders in the development of curriculum maps which address the needs of and differentiation for students with special educational needs
- to set high expectations for standards of learning and teaching and to monitor SEN provision in the classroom
- to co-ordinate individual and targeted group support for SEN students
- to ensure efficient and effective budgeting and use of funding and specialist resources
- to create, implement and regularly update a SEN development plan
- to write a half termly update reviewing PPE data, SEN student progress and setting actions for the forthcoming half term.
- to develop and implement effective strategies for the monitoring and evaluation of provision which bring about improvement
- co-ordinate the screening of and implementation of access arrangements for students from Year 9 – Year 13.
- to oversee the work of the Sanctuary, with clear systems for referral, support and exit
- ensure targets are set for raising achievement and expectation amongst SEN students
- to maintain a directory of outside agencies and specialists able to provide local support and maintain effective liaison with them
- make appropriate judgements over issues of confidentiality, working closely with the Designated safeguarding Lead on Safeguarding issues.
- to ensure that your area makes high quality contributions to the Academy's range of extra-curricular and enrichment activities
- to ensure that your area makes a positive and distinctive contribution to the marketing of the Academy and its image across the wider community
- to carry out any other relevant tasks and duties as may be occasionally be required

### Links

- to report to your SLT line manager and to contribute actively to a relevant and coherent learning experience for students across the whole Academy.
- to line manage and work closely with the SEN Admin Assistant.
- to build and maintain an effective team of Learning Support Assistants, including the staff responsible for the Sanctuary; taking responsibility for their line management, induction, performance management and ongoing development.
- to work with all teachers and LSAs allocated to curriculum areas to ensure the learning needs of all SEN students are known and met
- to work closely with Heads of Year to ensure information on individual students is shared and needs are met
- to work closely with the Examinations' Officer to ensure appropriate provision for SEN students
- to build positive relationships based on high expectations with students with SEN
- to provide an additional link with parent/carers in relation to work in your area
- to liaise effectively with external agencies and service providers, having an overview of the procedures for engaging them, either on a diagnostic or support basis
- to liaise with the Local Authority on funding and other relevant matters

***The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.***

***ESE March 2022***