

SENCO Job Description



Responsible to: Headteacher & Leadership Team

Post title: SENCO
Grade: Salary plus SEN allowance
Responsible to: Headteacher for Inclusion and Pastoral
Responsible for: Teaching Assistants
Purpose of the job: The SENCO is required to carry out the duties of a schoolteacher as set out in the School Teachers' Pay & Conditions Document and the Teachers' Standards.

Overall responsibility

- To lead, manage, develop and maintain high quality SEN provision which enables quality teaching, excellent learning outcomes and success for all pupils
- To model effective teaching, to coach and train colleagues and to teach across the school
- To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate

Key Accountabilities

Strategic direction and development of SEN provision in the school – with the support of and working with the SLT to:

- Contribute to a positive ethos in which all pupils have access to a broad, balanced, and relevant curriculum.
- Support all staff in understanding the needs of SEN pupils
- Devise and promote plans to ensure the needs of pupils with SEN are met
- Regularly monitor progress against targets for pupils with SEN from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
- Analyse and interpret relevant school, local and national information relating to pupils with SEN and advise the Headteacher on the level of resources required to maximise achievement
- Liaise with staff, parents, external agencies, and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEN
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately
- Ensure that pupils with SEN are enabled to share their views and that these are acted upon appropriately

Teaching and learning -to:

- Support the identification of, and disseminate the most effective teaching approaches for pupils with SEN.
- Collect and interpret specialist assessment data on SEN to inform practice
- Work with pupils, class teacher and key stage managers to ensure realistic and challenging expectations of pupils with SEN
- Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEN

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Leading and managing Staff – to:

- Achieve constructive working relationships and establish opportunities for the SENCO, support assistants and other teachers to review the needs, progress and targets of pupils with SEN
- Provide regular information to Senior Leadership Team (SLT) and governors on the effectiveness of SEN provision and outcomes
- Advise and contribute to all aspects of SEN training to ensure the professional development of staff

Parents, the community and extended schools – to:

- Play a full part in the life of the school community
- Work with parents and families who have a child with SEN offering support and guidance
- Encourage parents to participate in the life of the school in a variety of ways

Managing own performance and development:

- Demonstrate resilience and resourcefulness.
- Take responsibility for own professional development.
- Participate in the school's appraisal and professional development scheme, ensuring that objectives are set and met within the agreed timescale.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

Use of Resources –to:

- Identify appropriate resources to promote and support the achievements of SEN children and ensure they are used efficiently, effectively, and safely
- Oversee and monitor appropriate budget allocations in liaison with the Headteacher and Office Manager

Additional responsibilities and general requirements – to:

- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to her by the Headteacher
- Show commitment to the school, its inclusive ethos, and equal opportunities for all in the school community, strongly opposing any form of discrimination
- Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues