

**POST**: **SENCo**

**CONTRACT**: Maternity Cover

**SALARY SCALE**: MPR-UPR + TLR 1b (£10,715)

# General Duties

Teaching \_\_\_\_\_\_\_\_\_\_\_\_\_ to designated classes of pupils and general welfare of a tutor group in accordance with the requirements of the School Teachers’ Pay and Conditions Document Oct 2022, the National Standards for Qualified Teacher Status and the National Standards for SENCos\*, having due regard to the requirements of National Curriculum, the school’s aims and objectives, schemes of learning and any policies of the Governing Body. To share in the corporate responsibility for the well-being, safeguarding and discipline of all pupils.

\* See Staff Information Folder on Staff Hub

Duties and responsibilities

* The day-to-day operation of the school’s SEN policy
* Liaising with and advising fellow teachers
* Co-ordinating provision for children with special educational needs
* Maintaining the school’s SEN register and overseeing the records on all pupils with special educational needs, including behavioural
* Liaising with parents of children with special educational needs
* To plan and manage the ‘Parents in Partnership’ day meetings with parents of SEN children (one Pip Day per term).
* To review the progress of all EHCP students and meet with parents to discuss objectives (annual review meetings).
* Contributing to the development of staff
* Liaising with external agencies including Inclusion Support and other support agencies, medical and social services and voluntary bodies
* To identify through a programme of testing and consultation with colleagues those pupils with special educational needs and the nature of that need
* To produce individual learning plans for the above pupils and manage the human and material resources to meet their specific needs
* To monitor the Academy’s SEN provision map to ensure up-to-date evidence of how funding from Education Health Care Plans is being spent.
* To lead Community Assessment Meetings with parents and outside agencies when considering making an Education Health Care Plan application for identified students and to make the relevant applications post meeting.
* To liaise with departments as to the needs of SEN pupils
* To disseminate information to staff from outside agencies regarding specific SEN students.
* To test SEN students for access arrangements and to complete the applications (online and Form 8s)
* To create ‘history of need’ folders for access arrangements students.
* The day-to-day operation of the organisation of access arrangements for students in Years 7-13 for all internal assessments.
* To plan and co-ordinate the staffing of access arrangements for all internal and external exams.
* To identify the Year 9 SEN students on a half termly basis who will benefit from a withdrawal Skills Development intervention.
* To monitor the progress students attending Skills Development make and to decide upon exit points.
* To organise the Year 6 Extended Transition afternoons for identified vulnerable SEN students.
* To meet with primary school SENCos, teachers and parents collate information about the new Year SEN cohort.

Such other duties as may be appropriate to achieve the objectives of the post or assist the school in the fulfilment of its objectives commensurate with the post holder’s grade, abilities and aptitudes

**To whom responsible**: Deputy Headteacher: Director of Safeguarding and Welfare

**Staff for whom responsible**: Deputy SENCo, teachers of SEND pupils, LSAs, LSPs

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case, will be reviewed before the commencement of the next Performance Management cycle.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Headteacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_