**Job Description**

This job description should be read in conjunction with the current School Teachers’ Pay and Conditions Document (STPCD) and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher.

The Headteacher, or other Senior Leaders, if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed in accordance with the pay policy. The school’s Grievance Procedure will be used to resolve any dispute arising out of the job description.

The SENCO supports teachers to support children with a wide range of difficulties including but not limited to: literacy and numeracy difficulties, social, emotional and mental health issues, moderate to severe learning difficulties, Specific Learning Difficulties and Autism Spectrum Conditions.

The post holder’s key responsibilities are, but not limited to:

* Leading on all matters pertaining to SEND inclusion through an excellent knowledge & understanding of the National Curriculum and the SEN Code of Practice
* Ensuring that the curriculum is differentiated to mean that tasks and activities are matched to the ability of the children and henceforth allowing them to make progress at the right pace and level
* Interacting on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the curriculum and maximise children’s achievement
* Undertaking the process of applying for Education Health and Care assessment and seeing this process through to final plan.
* Undertaking the process of applying for additional funding where required.
* Working with the leadership teams to ensure the smooth running of SEND provision across the schools.
* Working closely with, and communicating effectively with, the leadership teams to ensure effective systems are in place to support students presenting with behavioural difficulties
* Supporting the preparation of target setting for students with SEND
* Ensuring careful and on-going assessment of the students learning to inform further planning
* Completing all assessments and records as determined by school in a timely fashion
* Tracking the progress of individual children and adjusting provision where required
* Liaising with the designated Safeguarding Lead at least termly
* Overseeing and monitoring the work of all external professionals working with SEND pupils
* Preparing regular written reports on the progress of students on the SEND register, including reports for the Annual Review
* Prepare and deliver staff CPD
* Supporting the leadership teams with overseeing and ensuring the provision of specialist teaching and classroom support for all SEND students is maintained
* Supporting the leadership teams, and ensuring colleagues receive appropriate training in respect of all SEND students.
* Responsibility for monitoring and reporting to parents on the progress of students and liaising with parents, social services and other agencies regarding the school’s provision for students with SEND
* Monitoring and evaluating the effectiveness of interventions and support for students with SEND, through appropriate methods including provision mapping and management systems.
* Ensuring that relevant data pertaining to students with SEND is disseminated effectively
* Responsibility for the preparation and review of policies, procedures and school documentation pertaining to SEND
* Contributing and co‐operating with other staff and professional agencies as appropriate to the needs of the children
* Ensuring provision and entitlements are met.
* Complying with Health and Safety requirements and initiatives as directed
* Compliance with Data Protection legislation
* The successful applicant may be required to work outside of normal directed hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings)
* Undertaking in-service training for further development as a SENDCO.
* Undertaking general responsibilities in the school as agreed with the Headteacher

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| **Category** | **Essential** | **Desirable** | **Where Identified** |
| **Qualifications and Training** | Graduate  Qualified Teacher Status  Qualified National SENDCO Award | Evidence of continued professional development in relevant areas. | * Application * Original Certificates |
| **Experience** | Conducting annual reviews and liaison with outside agencies  Working with pupils with additional and complex needs  Working both as a team member and team leader | Engagement in the Hub model | * Application * Reference * Interview |
| **Knowledge, Understanding and Skills** | Up to date knowledge of SEND statuary guidelines  Communicate both verbally and in writing, to a range of audiences.  Relevant paperwork associated with SEND  Identify pupil needs and act upon them in order to raise standards  Varied approaches to learning to raise pupil achievement EYFS, KS1, KS2  Monitoring and evaluation of provision  Make professional use of ICT including assessment and recording systems  Deliver relevant ad timely CPD to staff at all levels | Knowledge of Staffordshire systems and processes  Knowledge of:  whole school assessment and target setting strategies  Evaluation procedures  Diversity and equality requirements | * Application * Reference * Interview |
| **Personal Attributes** | A clear vision and understanding of the needs of primary aged pupils  Personal integrity  Excellent interpersonal skills and the ability to form strong relationships of trust and respect with pupils, staff, parents, governors, and the wider community.  Ability to demonstrate enthusiasm and sensitivity while working with others.  Reliability under pressure  Commitment to the respect agenda with regard to race, gender, sexuality and transgender equality  An absolute commitment to the safety of children and safe practices  Well organised, calm and positive  Effective team leader/member  Ability to work on own initiative and be flexible in approach | Ability to generate new ideas  Personal impact and presence | * Application * Reference * Interview |
| **Commitment** | Demonstrate a commitment to:   * Promoting parental and local community involvement * Promoting the school’s Christian vision and values * Working as part of a team with both teaching and support staff * Furthering your own professional, skills, knowledge and abilities * Promoting and safeguarding the welfare of children and young people within the school |  | * Interview * Application |