

Job description
Special Education Needs Coordinator (SENCO)

Job purpose

Strategic development of the school's Special Educational Needs (SEN) provision and oversight of the day-to-day operation of that policy with the aim of raising SEN pupil achievement.

Specific responsibilities and key tasks

- Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN.
- Ensure that the school carries out its statutory responsibilities regarding all students with a Statement of Special Educational Needs.
- Support all staff in understanding the needs of SEN pupils.
- Support departmental developments of SEN provision.
- Monitor progress towards targets for pupils with SEN.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies, and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

Teaching and learning

- Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEN.
- Work with staff to develop effective ways of bridging barriers to learning through:
 - assessment of needs
 - monitoring of teaching quality and pupil achievement
 - target setting - IEPs, or Provision Maps, PSP, CAF
 - keeping accurate records.
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents, and external agencies.
- Work with Head Teachers, Teachers, key stage co-ordinators and pastoral staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.

Leading and managing

- Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings.
- Lead on the performance management process for SEN teachers and Support Assistants.
- Advise on and contribute to the professional development of staff, including whole school INSET provision.
- Provide regular information to the head teacher and governing body on the evaluation of SEN provision.

Effective deployment of staff and resources

- Advise the Head Teacher and governing body of priorities for deployment of staff and utilise resources with maximum efficiency.
- Maintain and develop resources, co-ordinate their development and monitor the

effectiveness in meeting the objectives of school and SEN policies.

- Work with external agencies to maximise resources made available.

Other professional requirements

- Hold or be working towards/ prepared to undertake the National Award for SENCO Qualification.
- Good knowledge and understanding of the Special Educational Needs Code of Practice.
- Co-ordinate all Annual Reviews and reviews of Individual Education Plans and/or PSPs and CAFs where appropriate and attend / chair when necessary.
- Attend Year 6 Annual Reviews for primary pupils with statements to help facilitate continuity and progression through the development of a transition programme.
- Liaise with Year 5 pupils requiring advice about provision. (Secondary School SENCO).
- Exercise a key role in assisting the Head Teacher and governors with the strategic development of SEN policy/provision.

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.