



Hazeldown Primary School

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SENCo Job Description - Hazeldown School

Post title & grade	SENCO Teachers Pay Scale + TLR 2a
Job purpose	<ul style="list-style-type: none"> To take responsibility for the day to day operation of provision made by the school for pupils with SEN needs and provide professional guidance in the area of SEN, in order to secure high quality teaching and learning and the effective use of resources to bring about improved standards of achievement for all pupils. Support school improvement activities as a member of the Senior Leadership Team
Reporting to:	<ul style="list-style-type: none"> The postholder is responsible to the Assistant Headteacher, Deputy Headteacher and Headteacher in all matters. The postholder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum and its impact on the school SEN policy and Thrive support, with the aim of improving teaching and learning across the school. The postholder will also be expected to network and liaise with SENCO's across the local learning community and wider, to ensure a consistency of approach regarding transition, etc.
The persons line managed by the postholder	<p>The postholder is responsible for:</p> <ul style="list-style-type: none"> The supervision of support staff working primarily with SEN children. The coaching, mentoring and development of all staff for SEN. Support for all staff in line with expectations and responsibilities of the SLT

Duties and responsibilities specific to the post	<p>Strategic Direction:</p> <ul style="list-style-type: none"> • Develop, implement, monitor and maintain SEN policies and practices that reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies. • Establish short, medium and long term plans for the development and resourcing of the SEN provision in the school. • Monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning. • Manage the professional development of staff within SEN and evaluate the impact on teaching and learning. • Coach all members of staff across the school to recognise and fulfil their statutory responsibilities to pupils with SEN needs. • Disseminate good practice relating to SEN through INSET, coaching and mentoring mechanisms. <p>Teaching and Learning:</p> <ul style="list-style-type: none"> • Provide guidance on a choice of appropriate teaching and learning methods and coaching relating to the delivery of these methods, including modelling and team teaching. • Develop and implement systems for recording and tracking individual pupils' progress, and collect and interpret specialist assessment data. • Set targets for raising the achievement of Pupils with SEN needs. • Ensure schemes of work are differentiated appropriately and evaluate the impact on teaching and learning. • Evaluate the quality of teaching and standards of achievement /attainment for pupils with SEN and set targets for quality controlled improvement. <p>Leading and Managing Staff:</p> <ul style="list-style-type: none"> • Develop an understanding of SEN across curriculum teams and individuals with the view of enhancing performance in this area. • Develop coaching and mentoring systems to ensure the support and development of all staff working within the SEN areas. • Plan, delegate and evaluate work carried out by team(s) and individuals, and ensure a consistent approach regarding SEN across the school. <p>General:</p> <ul style="list-style-type: none"> • Undertake such other duties that may be required from time to time as a member of the SLT at the request of the headteacher. • This Job Description will be reviewed regularly and may be subject to modification and amendment after consultation.
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