****

**BARNFIELD PRIMARY SCHOOL**

**POST:** **SPECIAL EDUCATIONAL NEEDS COORDINATOR (SENCO)**

**RESPONSIBLE TO:** Phase Leader / Deputy Headteacher

**SALARY:** L10-L14

 (This is a permanent position)

**DUTIES AND RESPONSIBILITIES:**

This job description outlines the requirements and specification of the ideal candidate for the role of SENCO.

The SENCO has an important role to play in determining the strategic development of SEND policy and provision at the school, and in the day-to-day coordination of specific provision that is made to support individual pupils with SEND.

**MAIN PURPOSE:**

* Have overall responsibility for determining the strategic development of SEND policy and provision in the school.
* Have day-to-day responsibility for the coordination of SEND provision to support individual pupils.
* Where a looked after child has SEND, ensure effective communication with the relevant designated teacher.
* Advise on the graduated approach to providing SEND support.
* Advise on the deployment of the school’s delegated budget and other resources to meet pupils’ needs effectively.
* Liaise with the parents of pupils with SEND.
* Liaise with early years providers (where required), other schools, educational psychologists, health and social care professionals and other bodies with regards to SEND provision.
* Be the key point of contact with external agencies, particularly the LA and its support services, and ensure that these links are actively promoted.
* Liaise with potential next providers of education to ensure pupils and their parents are informed about their options, and that a smooth transition is planned.
* Work with the headteacher and the governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regards to reasonable adjustments and access arrangements.
* Ensure the school keeps an accurate record of all pupils with SEND and that this remains up-to-date.
* Undertake training and CPD to improve and maintain a well-rounded knowledge of SEND provision to ensure duties can be effectively performed.
* Ensure the specific requirements of pupils with SEND are understood and support measures are implemented effectively.
* Have a sound knowledge of how relevant legislation, including the ‘SEND Code of Practice: 0 to 25 years’, impacts the school’s SEND provision.
* Understand how the needs of pupils with SEND change as they get older.
* Participate in the implementation of EHC plans with parents of pupils with SEND, monitoring their impact and making any necessary adjustments to ensure pupils make progress.

**STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL:**

**Supporting the school vision**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, to support the school’s values and vision.

**Ethos**

* Encourage an ethos which promotes high aspirations, a belief that anything is possible and a commitment to always trying your best, through effective teaching and learning which sustains improvement in the development and progress of all pupils.
* Make a positive contribution to the wider life and ethos of the school.

**Strategic planning**

* Work with others on curriculum and pupil development to secure coordinated outcomes.

**TEACHING AND LEARNING:**

* Liaise with the headteacher to ensure an appropriate, broad, high-quality and cost-effective curriculum is delivered to pupils with SEND.
* Keep up-to-date with local and national developments in teaching pupils with SEND and communicate these to all members of staff.
* Monitor teaching and learning activities to ensure that they meet the specific needs of pupils with SEND.

**LEDERSHIP AND MANAGEMENT:**

* Coordinate and support the full SEND team.
* Support staff members to understand the needs of pupils with SEND.
* Promote a safe and secure learning environment for pupils with SEND, and action improvement plans where necessary.
* Provide professional guidance to staff to secure good quality teaching for pupils with SEND.
* Guide staff in recognising and fulfilling their responsibilities to support pupils with SEND.
* Contribute to the performance management process of any SEND teachers, learning support staff and TAs.
* Act as a point of contact and offer advice to staff seeking to learn more about, or develop skills relating to, SEND.
* Ensure the school’s SEND provision is inclusive at all levels.
* Contribute to curriculum planning to ensure that it reflects the needs of pupils with SEND.
* Help to cater for the needs of pupils with SEND by contributing to the effective deployment of learning support staff.
* Contribute to the creation of an effective SDP which appropriately considers the needs of pupils with SEND.
* Ensure that learning support staff are supervised effectively.

**COMMUNICATION:**

* Contribute to leadership meetings by reporting on the effectiveness of SEND provision and sharing information with the key stakeholders.
* Ensure staff are aware of developments with regards to SEND provision and policy in their identified areas of responsibility.
* Talk to pupils with SEND and listen to their feedback, with a view to developing a more effective support system.
* Develop and maintain effective relationships with parents, colleagues, the governing board and the local community.
* Develop and maintain links with the LA advisory and support services.

**RECORDING AND ASSESSMENT:**

* Ensure that the school’s administrative work for SEND is effectively completed.
* Work with teachers to set challenging targets for raising achievement amongst pupils with SEND.

**SAFEGUARDING AND CHILD PROTECTION:**

* Ensure that you know who the Designated Safeguarding Lead (DSL) responsible for dealing with child protection and the Deputy DSL are.
* Be familiar with the safeguarding and child protection policy.
* Know what procedures are to be followed if you suspect that a child is at risk of harm.
* Be particularly sensitive to signs which may indicate possible safeguarding concerns and following the necessary reporting steps / process.

**PROFESSIONAL DEVELOPMENT AND APPRAISAL:**

* Be aware of the need to take responsibility for your own professional development, adopting a self-reflective approach and a commitment to be the best you can.
* Take part in the school’s appraisal procedures.
* Take part in further training and development in order to improve own teaching.

**EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES:**

* Ensure a stimulating but safe working environment in which risks are regularly assessed.
* Direct and supervise support staff assigned to you.
* Deploy resources delegated to you.

**ACCOUNTABILITY:**

**Effective communication**

* Communicate effectively with pupils, parents and carers.
* Provide reports on individual progress to the Headteacher and parents as required.
* Establish and maintain effective working relationships with professional colleagues and parents.
* Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.

**Working with colleagues and other relevant professionals**

* Collaborate and work with colleagues and other relevant professionals within and beyond the School.
* Develop effective professional relationships with colleagues.

**Personal and professional conduct**

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
* Understand and act within the statutory frameworks setting out professional duties and responsibilities.

**Health, safety and discipline**

* Promote the safety and wellbeing of pupils.
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

**CONTRIBUTION TO SCHOOL LIFE:**

**Pastoral duties**

* As a SENCO, be responsible for the pastoral welfare of the pupils in your class.
* Attend weekly assemblies.

**School events**

Demonstrate support of organised events, including attending school performances, International Evening and Winter celebrations.

**SAFEGUARDING CHILDREN**

Barnfield Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the

Statement of Conditions of Employment. The duties of this post may vary from time to time without

changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the School and to carry out such other duties as may reasonably be assigned by the Head.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.