|  |  |
| --- | --- |
| **Berridge Primary School**  **SENCO JOB DESCRIPTION** |  |

**Job Purpose:** Implementation and 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.

**Job title:** SENDCo

**Whole school area of accountability:** Overall responsibility for leading and managing inclusive provision for SEND pupils across the school

**Grade:** MPS/UPR plus SEN allowance

**School: Responsible to:** The Head Teacher, Deputy Headteacher and the governing body

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Areas of responsibility and key tasks:**

* Put provision in place to ensure that progress of pupils with SEND improves relative to those without SEND.
* Ensure that the school carries out its statutory responsibilities regarding all students with SEND
* Support all staff in understanding the needs of SEND pupils. This could involve team teaching or modelling of strategies in class/groups.
* Monitor progress towards targets for pupils with SEND.
* Analyse and interpret relevant school, local and national data.
* Liaise with staff, parents, external agencies as required to ensure high quality provision for all children with identified SEND.

**Teaching and Learning**

* Support the identification of and disseminate the most effective teaching approaches for

individual pupils with SEND.

* 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 -
  + keeping accurate records.
* Collect and interpret specialist assessment data to inform practice.
* Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with

staff, parents and external agencies.

* Work with senior leaders, year leaders, teachers, and support staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.

**Leading and managing**

In partnership with Senior Leaders:

* provide professional guidance to staff to secure good teaching for SEND pupils, through

both written guidance and meetings;

* lead on the performance management process for SEND 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

SEND provision including monitoring of accessibility plan and equality statements.

**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 deployment and monitor their

effectiveness in meeting the objectives of school and SEN policies;

* Work with external agencies to maximise resources made available.

**Other professional requirements**

* Co-ordinate Annual Reviews and reviews of Individual Education Plans and/or PSPs

and attend / chair when necessary.

* Attend Year 6 Annual Reviews for primary pupils with EHCPs to help facilitate continuity

and progression through the development of a transition programme.

* Exercise a key role in assisting the headteacher and governors with the strategic

development of SEND policy / provision.

**It is a legal requirement that all SENCOS currently have the National SENCO qualification or be committed to undertaking the training within 3 years.**