

**Job Description**

**SENCo**

**Post**

This is a middle leadership post within both schools’ structure, which carries significant responsibilities including working closely with the Senior Leadership Team.

**In addition to QTS, from 1 September 2009, schools have been required to ensure that new SENDCOs hold the National Award for SEND Co-ordination or are working towards it.**

***Applicants for this role must show a commitment to undertake this award – Schools will support you with this however some modules may be out of school hours.***

**Accountable to**

Executive Headteacher, Head of School, Senior Leadership Team and Academy Councillors (governors)

**Responsibilities**

In addition to those professional responsibilities which are required of all classroom teachers ( in accordance with duties, terms & conditions of employment listed in current School Teachers’ Pay & conditions document and the revised teacher standards 2012), the post holder’s key responsibilities will be :-

* Work with the DSL to support the safeguarding and welfare of pupils
* To take responsibility for the day to day operation of provision made by the school for pupils with SEND and Pupil Premium/PP+ and provide professional guidance in the area of INCLUSION / SEND, 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.
* 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 SEND policy, with the aim of improving teaching and learning across the school.
* To network and liaise with SENCo’s across the cluster, and wider afield to ensure a consistency of approach and practice, regarding transition etc.
* To work in partnership with all relevant outside agencies to secure the best possible provision, and where necessary, create effective EHAs, IEPs and Education Health Care plan applications to ensure pupils’ needs are met.
* To attend/facilitate TAS/TAC & EHC review meetings as appropriate, feeding back to SLT
* To supervise support staff including TAs delivering intervention groups.
* To provide coaching, mentoring and the development of all staff for SEND and Inclusion, evaluating impact on teaching and learning.
* To develop, implement, monitor and maintain the policy for SEND/INCLUSION and practices which reflect the school’s commitment to high achievement and which are consistent with national and school strategies and policies.
* To work alongside the SEND governors keeping him/her informed of all relevant information.
* To monitor, evaluate and report on the progress, interventions and attainment of Pupil Premium children to the SLT and Academy Councillors termly.

**Accountability for leading, managing and developing the inclusion of SEND pupils across the school, securing impact on educational progress for all**

* Review and update policies and documentation relating to inclusion
* Line Manage/Appraise and direct the work of teaching assistants in a 1:1 support role
* Develop and implement systems for recording, monitoring and evaluating individual pupils’ progress across the school for identified groups, highlighting trends and areas for improvement through detailed analysis e.g. provision mapping
* Monitor and evaluate the quality of teaching and standards of achievement/attainment for pupils with SEND, setting targets for improvement, providing an effective role model in terms of your own inclusive practice.
* Lead staff in developing their knowledge, skills and understanding of inclusion.
* Identify resources needed to meet the needs of pupils with SEN and advise the Head of School and Academy Councillors of priorities for expenditure.
* Evaluate planning across the whole school, ensuring that differentiation is appropriate to ensure that there will be impact on learning through: e.g. the monitoring of objectives, assessments, targets, outcomes and record keeping for vulnerable children
* Plan, delegate and evaluate work carried out by Teaching Assistants and ensure a consistent approach regarding SEND across the school liaising with Phase Leaders to define successful interventions – model excellent classroom practice where necessary
* Organise transition arrangements for pupils moving from one phase of their education to another
* Oversee the induction of new pupils starting school during term time.
* Promote a creative and collaborative working environment, providing constructive and developmental feedback on a regular basis for all staff.
* Create, maintain and enhance effective relationships including positive partnerships with parents and with external agencies.
* Identify resources needed to meet the needs of pupils with SEND/Pupil Premium through annual strategic action planning and advise the Head of School and Academy Council of priorities for expenditure.
* Monitor and control the use of these resources and analyse how effective their use is for the groups identified.
* Support members of staff by maintaining a high profile and facilitate engagement with parents for all children on the SEN register or eligible for pupil premium/PP+.