

SENCO & Class Teacher Job Description

JOB TITLE:	SENCO/ Class Teacher
RESPONSIBLE TO:	Headteacher
HOURS OF WORK:	Full time and Permanent
SALARY:	MPS + SENDco allowance

General Information about the role

The SENDCo will support the leadership team in promoting the aims, objectives and ethos of the school. In addition, they will develop the SEND policy and procedures in school in order to support the progress and attainment of children with SEND. The SENDCo takes day to day responsibility for the operation of the SEND policy and leads the provision made for individual children. The SENDCo will work closely with colleagues, parents and carers and other agencies. The SENDCo also provides related professional guidance to colleagues with the aim of securing high quality, effective teaching for children with Special Educational Needs.

The SENDCo, with the support from the Headteacher and the wider leadership team will seek to develop effective ways of overcoming barriers to learning and sustaining effective teaching through analysis of assessment of children's needs.

MAIN DUTIES - Teaching & Learning

- To be a lead professional exemplifying Teachers' Standards and professionalism; to be a role model for colleagues, and to ensure all staff, including ECTs, are fully supported
- To carry out class teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum
- Identify and adopt the most effective teaching approaches for pupils with SEND
- Ensure the most effective use of school resources, including people resources, to support pupils with SEND
- Monitor, evaluate and adjust teaching and learning activities to meet the needs of pupils with SEND
- Identify and teach the basic skills that will develop pupils' ability to work independently
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
- Evaluate assessment data, and support teachers in the writing of individual education plans

MAIN DUTIES - Recording & Assessment

- Set appropriately challenging targets for raising achievement among pupils with SEND
- Identify, assess and review SEND and collect and interpret SEND assessment data
- Enable early identification and intervention through assessment and observation within our EYFS environment
- Ensure the intervention programmes meet the needs of all pupils with SEND
- Support and where appropriate, lead with parents to review Individual Education Health Care Plans and IEPs
- In collaboration with class teachers, keep parents informed of their child's progress at key and regular intervals throughout the year

MAIN DUTIES - Leadership & Management of SEND

- Actively and consistently promote those aims and core values of ambition, learn, pride and respect
- Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND and ensure all school staff understand their roles and the changes under the new SEND Code of Practice
- Provide training opportunities for teaching assistants including HLTAs, teachers and other adults working with our pupils, to learn about particular aspects of SEND and effective teaching strategies
- Organise and lead training to assist teachers in providing early intervention for pupils with SEND through first quality practice
- Help teachers with children with SEND and EHCPs to meet individual needs and ensure statutory paperwork and other preparation for meetings e.g. Multi Professional Planning Meetings are completed in good time and, where necessary send reviews to the appropriate agencies
- Monitor the children with SEND to check that they are making expected progress or better throughout the school
- Lead SEND reviews on pupil progress to provide challenge and support to improve their progress
- Monitor the effectiveness of interventions delivered by teaching assistants/HLTAs and the impact they have on pupils when working with them in classes
- Write and review Rapid Improvement Action plans for improving provision and achievement of SEND
- Liaise with members of the Governing Body to inform them of progression of the SEND Rapid Improvement Plan, quality of teaching and learning, progress of pupils and overall standards across all Key Stages
- Develop productive partnerships with outside agencies and identify needs across the school for commissioning support, raising requests with the Headteacher

MAIN DUTIES - Development

- To complete The National Award for Special Educational Needs Co-ordination is a requirement for the postholder
- Deliver and share training and development opportunities within school
- Support and help induct new members of staff, including Newly Qualified Teachers
- Attend courses/meetings and evaluate and report back to the Head and other key staff on the

essential issues

- Ensure teachers know the strengths and targets for all SEND pupils and that they use the strategies within statements/EHC Plans and the recommendations within specialists' reports, in their planning for pupils with SEND
- Audit, order, organise and allocate resources throughout the school, keep an inventory and work with the headteacher to manage a budget

OTHER GENERAL DUTIES

- To co-ordinate annual reviews and other meetings for children with EHC plans and attend/chair where necessary
- To prepare and present reports, as required by the Headteacher, to Governors, parents and other relevant outside agencies
- To support the leadership team with the day to day running of the school and contribute to the promotion of the school through extra-curricular activities and events

KEY ORGANISATIONAL OBJECTIVES

The post holder will contribute to the school's objectives in service delivery by always:

- Enacting Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection Legislation
- Operating within the school's Equal Opportunities framework
- Committing to and contributing to improving standards for pupils as appropriate
- Acknowledging customer care and quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

SAFEGUARDING RESPONSIBILITIES

The post holder will:

- Have a sound working knowledge of Child Protection issues and the need for confidentiality and identify to the named Child Protection colleague in school any concerns in respect of individual children
- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and Security, Confidentiality and Data protection, reporting all concerns to an appropriate named person
- Support the protocols and systems that are in place to address the needs of children
- with or any child in need as defined in the Children's Act
- Ensure Safeguarding Procedures and the Common Assessment Framework are in

place, are understood and are implemented within every phase of the school

- Ensure Child Protection procedures and processes are followed throughout the school

SPECIAL CONDITIONS:

The post holder will be subject to an enhanced disclosure and suitability check to satisfy child protection requirements. The post is exempt from the Rehabilitation of Offenders Act and all convictions or precautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This job description may be amended at any time according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.

