# Job title: SENCO

**Pay Scale/MPS + SEN allowance**

**Date implemented: 1/9/23**

# Line Manager: Head teacher

## Key Purpose

* To fulfil all main responsibilities as outlined in a teacher’s job description including those on the upper pay spines where applicable.
* To provide vision, leadership and day to day operational management for SEND provision across the school.

## Leadership

* To ensure the highest standards exist for every pupil with SEND through inspiring and effective leadership in order to maximise pupil outcomes.
* To provide strategic direction with regards to SEND provision across the school.
* To create a team ethos and to build effective working relationships with staff

## Management

* To ensure the SEND policy is compliant and being effectively administered.
* To maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and of the school’s curriculum and policies
* To monitor the quality of SEND support delivered by both teachers and teaching assistants
* To maintain the SEND register
* To ensure that there are effective systems of communication between the Classroom Teachers, Teaching Assistants, Parents and other agencies
* To ensure the smooth transition of pupils with SEND from one year to the next and from Primary to their Secondary School.
* To maintain the daily timetables of Teaching Assistants regarding their work with SEN pupils
* To ensure that awareness of SEND issues is maintained across all of the teaching staff
* To co-ordinate arrangements for exams for pupils who are entitled to extra time, reading assistance and scribing
* To write an annual departmental review and development plan
* To assist in the identification of pupils’ Special Educational Needs through observation in the classroom, individual screening and assessment of reports
* To monitor the writing and regular review and updating of Individual Education Plans
* To liaise with classroom teachers concerning the needs and progress of individual pupils and to provide advice as appropriate about teaching strategies to assist particular pupil
* To interpret the recommendations of Educational Psychologist, Occupational Therapist and other reports and to disseminate them so that they are effectively implemented in the Learning Support Department and in the classroom
* To use data generated by school assessments effectively to inform future pupil progress
* To participate in INSET provided by the School and where appropriate to lead INSET on SEND issues

### Other duties

• All Trust personnel are periodically expected to carry out tasks and duties within their area of competence not listed herein, as directed, to meet the needs of the business. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**This job description will be reviewed annually to reflect the plans, growth and development of the Trust.**

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| Skill sets |  |
| Qualifications | QTS |
| Experience | * Successful teaching experience in two or more schools / across at least two phases * Experience of working at a whole-school level * Involvement in self-evaluation and development planning Experience of conducting training/leading INSET |
| Knowledge and skills | * Sound knowledge of the SEND Code of Practice Understanding of what makes ‘quality first’ teaching, and of effective intervention strategies * Ability to plan and evaluate interventions * Effective communication and interpersonal skills * Ability to build effective working relationships * Ability to influence and negotiate * Good record-keeping skills |
| Personal qualities | * Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability * Commitment to maintaining confidentiality at all times * Ability to use creative skills to inspire and enthuse * Act as a respectful and reliable member of a team * Be fun-loving, enthusiastic and positive * Uphold high standards for own work and that of others. |
| Interest and motivation | * The desire for all children to aspire * The ability to demonstrate initiative * Commitment to enabling a child to flourish academically, socially and emotionally * Commitment to the protection and safeguarding of children |