Langton Green Primary School

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**Job description: special educational needs co-ordinator (SENCO)**

Langton Green is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Job details**

**Job title: Special educational needs co-ordinator (SENCO)**

**Salary:** MPS/UPS to be negotiated

**Hours:** 32.5hrs

**Contract type:** Full time

**Reporting to:** Headteacher

**Responsible for**: Specialist TA’s

**Main purpose**

The SENCO, under the direction of the headteacher, will:

Determine the strategic development of special educational needs (SEN) policy and provision in the school

Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability

Provide professional guidance to colleagues, working closely with staff, parents and other agencies

The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

**Duties and responsibilities**

**Strategic development of SEN policy and provision**

Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision

Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability

Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)

Maintain up-to-date knowledge of national and local initiatives that may affect the school’s policy and practice

Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

 Provide class teacher cover adhoc as requested by Headteacher

**Operation of the SEN policy and co-ordination of provision**

Maintain an accurate SEND register and provision map

Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support

Advise on the use of the school’s budget and other resources to meet pupils’ needs effectively, including staff deployment

Be aware of the provision in the local offer

Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies

Be a key point of contact for external agencies, especially the local authority (LA)

Analyse assessment data for pupils with SEN or a disability

Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

**Support for pupils with SEN or a disability**

Identify a pupil’s SEN

Co-ordinate provision that meets the pupil’s needs, and monitor its effectiveness

Secure relevant services for the pupil

Ensure records are maintained and kept up to date

Review the education, health and care plan (EHCP) with parents or carers and the pupil

Communicate regularly with parents or carers

Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil

Promote the pupil’s inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

**Leadership and management**

Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements

Prepare and review information the governing board is required to publish

Contribute to the school improvement plan and whole-school policy

Identify training needs for staff and how to meet these needs

Lead INSET for staff

Share procedural information, such as the school’s SEN policy

Promote an ethos and culture that supports the school’s SEN policy and promotes good outcomes for pupils with SEN or a disability

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

**Person specification**

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| criteria | qualities |
| **Qualifications and training** | Qualified teacher status National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment Degree |
| **Experience** | Teaching experience: minimum of 3 yearsExperience of working at a whole-school levelInvolvement in self-evaluation and development planningExperience of conducting training/leading INSET |
| **Skills and knowledge** | Sound knowledge of the SEND Code of PracticeUnderstanding of what makes ‘quality first’ teaching, and of effective intervention strategiesAbility to plan and evaluate interventionsData analysis skills and the ability to use data to inform provision planningEffective communication and interpersonal skillsAbility to build effective working relationshipsAbility to influence and negotiateGood record-keeping skills |
| **Personal qualities** | Commitment to getting the best outcomes for pupils and promoting the ethos and values of the schoolCommitment to equal opportunities and securing good outcomes for pupils with SEN or a disabilityAbility to work under pressure and prioritise effectivelyCommitment to maintaining confidentiality at all timesCommitment to safeguarding and equality |