**Moulton Primary School**

**Special educational needs coordinator (SENCo) job description**

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| **Employment details** |
| Job title | SenCo |
| Reports to | Deputy Headteacher/Inclusion Manager/ Headteacher |
| Hours of work | Full Time |
| Salary | £ depending on experience |
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| **General duties*** Have overall responsibility for determining the strategic development of SEND policy and provision in the school.
* Have day-to-day responsibility for the coordination of SEND provision to support individual pupils.
* Where a looked after child has SEND, ensure effective communication with the relevant designated teacher.
* Advise on the graduated approach to providing SEND support.
* Advise on the deployment of the school’s delegated budget and other resources to meet pupils’ needs effectively.
* Liaise with the parents of pupils with SEND.
* Liaise with early years providers (where required), other schools, educational psychologists, health and social care professionals and other bodies with regards to SEND provision.
* Be the key point of contact with external agencies, particularly the LA and its support services, and ensure that these links are actively promoted.
* Liaise with potential next providers of education to ensure pupils and their parents are informed about their options, and that a smooth transition is planned.
* Work with the SLT and the governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regards to reasonable adjustments and access arrangements.
* Ensure the school keeps an accurate record of all pupils with SEND and that this remains up-to-date.
* Undertake training and CPD to improve and maintain a well-rounded knowledge of SEND provision to ensure duties can be effectively performed.
* Ensure the specific requirements of pupils with SEND are understood and support measures are implemented effectively.
* Have a sound knowledge of how relevant legislation, including the ‘SEND Code of Practice: 0 to 25 years’, impacts the school’s SEND provision.
* Understand how the needs of pupils with SEND change as they get older.
* Participate in the implementation of EHC plans with parents of pupils with SEND, monitoring their impact and making any necessary adjustments to ensure pupils make progress.
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| **Teaching and learning*** Liaise with the Deputy Headteacher/Inclusion Manager/Headteacher to ensure an appropriate, broad, high-quality and cost-effective curriculum is delivered to pupils with SEND.
* Keep up-to-date with local and national developments in teaching pupils with SEND and communicate these to all members of staff.
* Monitor teaching and learning activities to ensure that they meet the specific needs of pupils with SEND.
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| **Leadership and management*** Coordinate and support the full SEND team.
* Support staff members to understand the needs of pupils with SEND.
* Promote a safe and secure learning environment for pupils with SEND, and action improvement plans where necessary.
* Provide professional guidance and training to staff to secure good quality teaching for pupils with SEND.
* Guide staff in recognising and fulfilling their responsibilities to support pupils with SEND.
* Contribute to the performance management process of any SEND teachers, learning support staff and TAs.
* Act as a point of contact and offer advice to staff seeking to learn more about, or develop skills relating to, SEND.
* Ensure the school’s SEND provision is inclusive at all levels.
* Contribute to curriculum planning to ensure that it reflects the needs of pupils with SEND.
* Help to cater for the needs of pupils with SEND by contributing to the effective deployment of learning support staff.
* Contribute to the creation of an effective SIP which appropriately considers the needs of pupils with SEND.
* Ensure that learning support staff are supervised effectively.
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| **Communication*** Contribute to leadership meetings by reporting on the effectiveness of SEND provision and sharing information with the key stakeholders.
* Ensure staff are aware of developments with regards to SEND provision and policy in their identified areas of responsibility.
* Talk to pupils with SEND and listen to their feedback, with a view to developing a more effective support system.
* Develop and maintain effective relationships with parents, colleagues, the governing board and the local community.
* Develop and maintain links with the LA advisory and support services.
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| **Recording and assessment*** Ensure that the school’s administrative work for SEND is effectively completed.
* Work with teachers to set challenging targets for raising achievement amongst pupils with SEND.
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**SENCo person specification**

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| **Qualifications and training** |
| **Essential** | **Desirable** |
| * Have a degree in a relevant subject.
* Have QTS.
* Have experience in teaching KS1 and KS2 for at least two years.
* At least 12 months experience working as a school SENCO.

or* A commitment to achieve a National Award in Special Educational Needs within three years of appointment if having less than 12 months experience.
 | * Relevant safeguarding and child protection training undertaken and a willingness to update training regularly.
* Be a trained first aider.
* Have achieved a National Award in Special Educational Needs Coordination.
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| **Knowledge, skills and experience** |
| **Essential** | **Desirable** |
| * Experience of working with pupils with SEND, and pupils with emotional and behavioural difficulties.
* Experience working alongside an SLT to develop the quality of the curriculum and learning activities.
* Experience co-ordinating provision for children with SEND.
* Sound knowledge of the SEND Code of Practice and its application.
* Sound knowledge of the graduated approach to providing SEN support.
* Experience of behaviour management techniques for groups and individuals with SEND.
* A good understanding of the principles of school improvement.
* Experience working effectively with colleagues to improve classroom practice.
* Experience utilising and analysing effective assessment systems and recording and maintaining pupil records.
 | * Experience liaising with a range of people, agencies, and professionals including, the parents of pupils, the LA and other providers.
* Demonstrate a greater understanding of how pupils with SEND develop.
* Demonstrate a sound understanding of SEND funding on offer.
* Experience in making reasonable adjustments and access arrangements for pupils with SEND.
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| **Personal traits** |
| **The successful candidate will have** |
| * A commitment to equal opportunities and empowering others.
* Excellent communication skills, both written and verbal.
* Excellent time management and organisation skills.
* An ability to manage and prioritise a demanding workload, and that of others.
* A flexible approach towards working practices.
* The ability to work as both part of a team and independently.
* An ability to work with pupils and their families in a sensitive and positive way.
* An ability to establish and maintain professional working relationships.
* High levels of drive, energy and integrity.
* Demonstrable leadership qualities, e.g. assertiveness, confidence, resilience.
* An ability to model good practice and engage in self-reflection.
* A commitment to improve current skills and demonstrate a willingness to develop further.
* A commitment to contributing to the wider school community.
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| **Additional requirements** |
| **The successful candidate will be** |
| * Flexible, reliable, enthusiastic and patient.
* Inspiring and influential.
* Able to take control, lead and manage situations.
* Consistent in modelling good practice and behaviour.
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