



SENDCO JD & OVERVIEW

Special educational needs coordinators work to raise educational achievement by leading and coordinating provision for pupils with special educational needs.

As a SENCO, you'll be an experienced teacher with a passion for supporting pupils with special educational needs. Working closely with the head teacher and other senior colleagues, you'll use your leadership skills to manage provision in the school and to provide support to other teachers, including the onsite base provision.

Your responsibilities will include designing and delivering interventions with pupils in the classroom and implementing the school strategy.

Responsibilities

As a SENCO, you'll need to:

- develop and oversee the implementation of the school's SEN strategy and policy
- carry out assessments of pupils with SEN to identify needs and monitor progress - including observations in the classroom and meeting with teachers and parents
- work with classroom teachers, the school leadership team, parents and relevant external agencies to develop, implement and monitor individual support/learning plans
- provide regular updates on pupil progress through written reports and meetings with parents
- make referrals and liaise with professionals outside of the school - this could include psychologists, health and social care providers, speech and language therapists and occupational therapists
- provide advice, guidance and training to classroom teachers on supporting pupils with SEN
- support teachers to develop schemes of work and learning programmes for pupils with SEN
- support teachers to develop and implement effective teaching and behaviour management approaches in the classroom
- manage and advise on the school budget and resources for SEN provision
- develop and maintain systems for keeping pupil records, ensuring information is accurate and up to date
- analyse school, local and national data and develop appropriate strategies and interventions
- keep up to date with national and local policies related to SEN and cascade information to colleagues.

- Work with link SEN Governor and creating reports for the full Governing body to keep them up-to-date with SEN.

Skills

You'll need to have:

- a strong commitment to raising educational attainment for children and young people with SEN, including working with pupils directly and supporting other staff to do so
- a willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments
- influencing and negotiation skills - to influence school strategy and policy, secure sufficient internal resources, and secure the necessary support from external agencies
- leadership skills - to inspire and motivate other teachers, model good practice, and develop a whole school commitment to supporting pupils with SEN
- interpersonal skills - for building relationships with parents, teachers, and external professionals
- written communication skills - for writing learning and support plans, reports on pupil progress, and training and guidance for staff
- organisation and time-management skills - needed for prioritising and balancing a busy and varied workload
- empathy and emotional intelligence, for recognising and responding sensitively to, the needs of pupils and parents
- analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions.