

**Ecclesfield Primary School
JOB DESCRIPTION**

Job Title: Special Educational Needs Co-coordinator (SENCO)

Allowance: TLR 2A

Responsible to: Executive Headteacher

The key task of the SENCO is to ensure that Special Education Needs (SEN) provision is both efficiently and effectively managed. The range of responsibilities delegated to the SENCO regarding provision and coordination is outlined below. It is expected that all legal and statutory requirements are met for pupils with SEN via the SENCO.

Core Purpose of the Post

The SENCO, takes responsibility for the day to day operation of provision made by the school for pupils with SEN and provides professional guidance in the area of SEN in order to secure high quality teaching and the effective use of resources to maximise achievement of all pupils.

Main Responsibilities:-

- Strategic direction and development of SEN provision
- Teaching and Learning
- Leading and managing staff
- Efficient and effective deployment of staff and resources
- Liaison with external agencies

Strategic direction of SEN provision

- to drive improvement in provision and outcomes for children in all schools;
- Develop and implement Teaching and Learning initiatives using evidence-based strategies across the Schools which raise the teaching practice of all members of staff and raise standards and progress for all pupils with SEND;
- Model excellent practice for all teachers and teaching assistants to maintain a clear focus on outstanding delivery by teachers, teaching assistants and learners
- Ensure effective systems of communication, including feedback about pupils learning to inform future planning
- Monitoring the quality of SEN support by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed.
- Ensure that the objectives of the SEN policy are reflected in the school improvement plan. Liaise with and coordinate the contribution of external agencies
- Up to date knowledge of National and local initiatives which may impact upon policy and practice
- Reporting as required to governors

Progress and Achievement of Pupils

- To monitor the achievements, welfare and discipline of pupils and to follow up the progress review's, liaising with the Inclusion Team and parents where appropriate.
- To liaise with feeder schools particularly regarding transition, and with external agencies
- To co-ordinate the applications for any special arrangements in external examinations

Teaching and Learning

- Influencing the whole Teaching and Learning policy to champion inclusion
- Leading INSET where appropriate
- Identify opportunities for liaison with other schools in order to share best practice
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice
- Work with pupils, subject leaders, class teachers and to ensure realistic expectations of behaviour and achievement are set for SEN pupils
- Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum
- Overseeing and monitoring the quality of Education and Health Care Plans and other relevant information for subsequent meetings with parents
- Develop systems for colleagues to monitor and record progress made by pupils with SEN towards the achievement of targets set in Education and Health Care Plans
- Review Education and Health Care plans and support plans with parents, pupils, teachers and agree and communicate new targets
- Meet statutory responsibilities
- Lead the Annual Review Meetings

Leadership and Management

- To be instrumental in planning for continual improvement across all year groups
- To promote an atmosphere of continuing professional development and to share good practice with colleagues
- To support the professional development of all staff, including newly qualified teachers and initial teacher training pupils
- To manage effectively all staff connected with SEND Inclusion
- Encourage all staff to recognise and fulfil their statutory responsibilities
- Identifying the training needs of staff and organising/coordinating INSET and CPD to be delivered by SENCO and or external professionals alongside
- Disseminate procedural information such as recommendations of the Code of practice and the schools own SEN policy
- Provide regular information to the Senior Leadership Team (SLT) and governance on the evaluation of the effectiveness of provision for pupils with SEN, to inform decision making and policy review

- Audit inclusive provision across our Schools, to use outcomes to challenge and support schools to achieve the best possible provision for all pupils and to support staff in gaining the confidence, knowledge and techniques to support all children
- Assess individual pupils and to effectively use assessments to provide advice and support for staff in devising and implementing consistent use of SSG, Extended Support Plans and EHCPs;
- Take an active role in all locality panels.

Efficient and effective development of staff and resources

- Provide advice to SLT and governance relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEN
- Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school
- Assess individual pupils and to effectively use assessments to provide advice and support for staff in devising and implementing consistent use of SSG, Extended Support Plans and EHCPs; infrastructure as part of an effective communications system and subsequent analyses

Ethos and Culture

- To provide leadership in promoting an ethos and culture within the school that is in line with achieving the aims of the school
- To facilitate school behaviours that support and contribute to the values set of the school

Undertake such other duties that may be required from time to time at the request of the Headteacher

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and one copy for Personnel.