

Warmley Park School and College

Aspire, Believe, Enhance, Achieve



Senior Leader with responsibility for SENCO **Job Description May 2022**

Warmley Park School and College 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)

Hours: 32.5 per week

Reporting to: Headteacher

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 implementation of Educational Health and Care Plans (EHCP's) 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 School Teachers' Pay and Conditions Document.

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.
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policies and practice.
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective.
- Identify relevant school improvement issues in relation to SEND and complete a strategic action plan that has defined and agreed improvement targets.

Operation of the SEN policy and co-ordination of provision

- Evaluate and review the impact of the SEND action plan on the quality of provision for pupils and the progress of those pupils with reference to EHCP outcomes.
- Maintain an accurate provision map based on EHCP information.
- Chair annual reviews, liaising with outside agencies and parents and ensuring all paperwork is completed within stated time frames.
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment.
- Be responsible for equipment audit and overview, including communication aids and mobility aids. Ensure provision and allocation is in line with needs.
- 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 attendance, impact and intervention for pupils.
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness.
- Identify appropriate attainment and or achievement targets with the senior leadership team where appropriate.
- Monitor pupil standards and achievement against EHCP outcomes and ensure they are met or exceeded.
- Support teachers in planning appropriate strategies and interventions to achieve pupil progress target levels and objectives.
- Analyse the impact on interventions in discussion with class based staff.

Support for pupils with SEN or a disability

- 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
- Take on the role of the designated teacher for looked-after children, leading PEP's and liaising with virtual headteacher.
- Be forward thinking in looking outwards to get the very best for all pupils in terms of support.

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 relevant information for the governing board and senior leadership team.
- Maintain personal expertise and share this with other teachers.

- Act as a role model of good practice for other teachers, modelling effective strategies with them and encouraging a belief that all children can and will succeed.
- Identify CPD for staff relevant to the needs of the pupils they are supporting.
- 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 EHCP monitoring and practice.
- Promote an ethos and culture that supports and promotes good outcomes for pupils with SEN.
- Lead staff appraisals and produce appraisal reports.
- Review staff performance on an ongoing basis.
- Monitor the levels of intervention and support given to ensure provision is appropriate for the needs of all pupils.
- Support teachers in the planning of quality interventions, liaising with English, Maths and EYFS leaders.
- Monitoring the quality and effectiveness of provision maps, behaviour plans and health plans.

Other areas of responsibility

- Manage referrals to other agencies and professionals in line with pupil need for example health.
- Lead School Council, ensuring it is representative and proactive.
- Promote pupil voice for all pupils.
- Quality assure impact through case studies and seeking feedback from stakeholders, including pupils, parents and professionals.
- Ensure provision maps are up to date and shared with staff.
- Monitor the systems teachers follow for keeping parents informed of the provision in place for their child.
- Build effective links in order to develop provision and outcomes.
- Effectively and efficiently contribute to the Behaviour Focus Group.
- Effectively and efficiently contribute to the High Ends Needs (Safeguarding) Group.
- Contribute to the Senior Leadership Team, upholding the vision of Warmley Park School and College.

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.