

# Sulhamstead and Ufton Nervet C.E. (V.A.) Primary School

## Church Lane, Ufton Nervet, Reading, Berkshire, RG7 4HH

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Interim Headteacher: Mrs Lisa Rees

Special Educational Needs Co-ordinator Job Description

**Responsible to:** The Head teacher and Governing Body.

**Main Responsibility**

The Special Educational Needs Co-ordinator (SENCo) is responsible for the implementation of the SEND policy and for the organisation of SEN and targeted provision across the whole school.

### **General Responsibilities**

* To take appropriate responsibility for one’s own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with the appropriate manager.

**Safeguarding**

* To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ well being.

**Leadership**

* To provide strategic direction in regard to SEN provision throughout the school
* To ensure that the SEND policy is compliant and being effectively administered
* To monitor the quality of SEN support delivered both by Teaching Assistants and by classroom teachers
* To maintain the SEND register of pupils
* To ensure that there are effective systems of communication within the school between classroom teachers and teaching assistants concerning pupils’ needs and progression
* To ensure the smooth transition of pupils with SEND to the Secondary School or transfer school
* To oversee the additional intervention timetables of Teaching Assistants and class teachers
* To ensure that awareness of SEND issues is maintained across all of the teaching staff
* To manage the annual SEN budget effectively
* To attend relevant meetings in order to keep abreast of SEND issues

**Teaching and Learning**

* To teach identified pupils on a one to one basis or in small groups in line with their Personal Education Plans and the recommendations of reports by professionals outside the school
* To use a variety of methods and approaches to ensure effective progression for pupils and to use the assessment of pupils’ progress to inform future planning
* To provide in-class support for staff and pupils with identified needs

**Monitoring, Assessment, Planning and Tracking**

* To assist in the identification of pupils’ Special Educational Needs through observation in the classroom, individual screening and assessment of reports
* To support the writing and regular review and updating of Personal Education Plans
* To liaise with external agencies in regard to particular pupils to ensure that the school is providing appropriate support for the child
* To liaise with classroom teachers concerning the needs and progress of individual pupils and to provide advice as appropriate about teaching strategies to assist particular pupils: including the writing and regular and updating of Personal Plans
* To use data generated by school assessments effectively to inform future pupil progress
* To track and analyse the progress of SEND and identified children

**Communication and Reporting**

* To liaise with teachers when writing end of year reports for parents on the pupils receiving one-to-one teaching
* To interpret the recommendations of Educational Psychologist, Occupational Therapist and other reports and to disseminate them so that they are effectively implemented
* To make recommendations to parents concerning the use of external agencies for identifying SEN
* To disseminate any concerns raised by parents to the appropriate staff
* To ensure, in collaboration with teachers any specific documentation relating to SEN is shared in a timely manner to aid efficiency eg Early Help Assessments, reports, minutes of meetings

**Professional Knowledge and Development**

* To maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and of the school’s curriculum and policies
* To participate in INSET provided by the School and where appropriate to lead INSET on SEND issues
* To set realistic, measurable and achievable personal targets as part of appraisal in consultation with the SENCo and Headmaster
* To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
* To keep records of INSET attended
* To ensure that the School’s Health and SafetyPolicy is followed as it applies to the Learning Support Department
* To liaise with other SENCos in the cluster on a regular basis, keeping abreast of local issues