

Children and Young People's Services

Date of Issue:
February 2020

Ref:

Job Description

SENCO

Job Title Special Needs Co-ordinator		Service Area Children and Young People's Services
		Location Crocketts Community Primary School
Responsible to Headteacher Assistant Headteachers	Contacts Teaching and non-teaching staff, pupils and parents	Working hours Full time

The following duties shall be deemed to be included in the professional duties which a teacher (other than a Head teacher) may be required to perform:

Main purpose

The SENCO, under the direction of the headteacher, will:

- Determine the strategic development of special educational needs and disabilities (SEND) policy and provision in the school
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual children with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

The SENCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

To continue to meet the required standards for QTS.

Duties and responsibilities

Strategic development of SEND policy and provision

- Have a strategic overview of provision for children with SEND across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for children with SEND
- Ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective
- To work effectively with the Inclusion Leader and Interventions Manager

Operation of the SEND policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching children with SEND and advise on the graduate approach to SEN.
- Provide reports on individual progress to the Headteacher, parents/carers as required.
- Advise on the use of the school's budget and other resources to meet children's needs effectively, including staff deployment
- 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

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- Be a key point of contact for external agencies, especially the local authority
 - Analyse assessment data for children with SEND
 - In partnership with the Interventions Manager, implement and lead intervention groups for children with SEND and evaluate their effectiveness

Support for children with SEND

- Identify a child's SEND
- Co-ordinate provision that meets the child's needs and monitor its effectiveness
- Secure relevant services for the children
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents/carers and the child
- Communicate regularly with parents/carers
- Ensure that if the child transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the child
- Promote the child's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEND

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 information the governing board is required to publish
- 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 the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for children with SEND
- Lead and manage teaching assistants working with children with SEND
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis
- Lead assemblies and other duties as required
- Establish positive working relationships with colleagues, governors, parents/carers, local authority, outside agencies and the community where appropriate

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.

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