Job description: special educational needs co-ordinator (SENCO)

Petts Hill Primary School is an anti-racist school, committed to creating a diverse workforce. We welcome 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)**   
  
**Salary:** M1-UPS3 plus TLR2

**Contract type:** full time/permanent

**Reporting to:** headteacher

**Responsible for**: line managing teaching assistants

# 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 operation of the SEN policy 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 STPCD
* Uphold our core school values of Creativity, Compassion, Courage and Community in all they do.

While the SENCO will have responsibility for the oversight of provision for pupils with SEN or a disability, class teachers will hold responsibility for the day-to-day education and support of pupils within their classroom (reaching out to the SENCO for support where necessary).

# 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, particularly with respect to provision for pupils with SEN or a disability
* Make sure the SEN policy is put into practice and its objectives are reflected in the school development plan (SDP)
* Maintain up-to-date knowledge of national and local initiatives that may affect the school’s policy and practice. This will include attending cluster meetings and collaborating with other schools in the Ealing Learning Partnership.
* Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective.

Operation of the SEN policy and co-ordination of provision

* Maintain an accurate SEND register and provision map
* Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
* Advise on the use of the school’s budget and other resources to meet pupils’ 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
* Be a key point of contact for external agencies, especially the local authority (LA)
* Analyse assessment data for pupils with SEN or a disability
* Implement and lead interventions for individuals and groups of pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

* Identify a pupil’s SEN
* Co-ordinate provision that meets the pupil’s needs, and monitor its effectiveness
* Secure relevant services for the pupil, including collating relevant evidence and completing necessary paperwork to support applications for ERSAs to secure EHCPs for identified pupils.
* Ensure records are maintained and kept up to date
* Review the education, health and care plan (EHCP) with parents or carers and the pupil as part of annual review processes, collating and submitting relevant paperwork in designated timescales.
* Communicate regularly and effectively with parents/carers to create positive partnerships
* Ensure if the pupil transfers to another school, all relevant information is conveyed to that school, 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
* Work with the designated teacher for looked-after children (LAC), where a looked-after pupil has SEN or a disability

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
* Work with the headteacher and staff to ensure our Therapeutic Thinking approach is embedded, understood by all and making an impact
* Prepare and review information the governing board is required to publish
* Contribute to the SDP 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 SEN policy
* Promote an ethos and culture that supports the school’s SEN policy and promotes good outcomes for pupils with SEN or a disability
* Lead and manage teaching assistants (TAs) working with pupils with SEN or a disability
* Lead staff appraisals and produce appraisal reports
* Review staff performance on an ongoing basis

Safeguarding

* Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with SEN
* Remain alert to the fact that pupils with SEN may be more vulnerable to safeguarding challenges
* Have a vested interest in the wellbeing and pastoral care of all pupils with SEN, including promoting positive representation and attitudes to inclusion throughout the school community

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.

**To note:**

This job description may be amended at any time in consultation with the postholder.