 **Brize Norton Primary School SENCo Role**

Whole-school teaching and learning responsibility in the area of SEN Inclusion.

*The essential quality of a school leader is to provide all teachers with an example which demonstrates the commitment required to achieve excellence and secure sustainable school improvement.*

This is a senior post which carries with it membership of the senior leadership team. The role holder is accountable to the Headteacher.

In addition to those professional responsibilities which are common to all class teachers and subject leads, the responsibilities also include *making an impact on the educational progress of pupils beyond those directly assigned in the following areas:*

Teaching and learning:

1. Identify and adopt the most effective teaching approaches for SEN pupils.
2. Monitor teaching and learning activities to meet the needs of SEN pupils.
3. Liaise with other schools to ensure continuity of support and learning when

transferring SEN pupils.

1. Promote Inclusion best practice and contribute to the aims and ethos of the

school through membership of the senior leadership team and when possible,

attendance at school events.

Recording and assessment

1. Set targets for raising achievement among SEN pupils and other groups as appropriate.
2. Collect and interpret specialist assessment and performance data and share with other staff and Governors as appropriate.
3. Set up systems for identifying SEN, and assessing and reviewing SEN provision. This includes creating and monitoring EHCP plans, provision maps with class teachers and teaching assistants.
4. Update the head teacher and governing body on the effectiveness of provision for SEN children.
5. Keep parents informed about their child's progress through individual meetings and at parents’ evenings.
6. As necessary, prepare applications for Education, Health and Care Plans; co-ordinate and attend annual reviews.
7. Assist the Headteacher in making applications for additional support, time and/or specific papers for end of Key Stage assessments.
8. Maintain SEN register.
9. Evaluate the effectiveness of provision.

**Leadership**

1. Ensure all members of staff are able to recognise and fulfil their statutory responsibilities to SEN pupils
2. Provide training opportunities for teaching assistants and teachers to learn about Inclusion, including whole-school Inset.
3. Disseminate good practice in Inclusion across the school.
4. Identify resources needed to meet the needs of SEN pupils.
5. Work with the Headteacher and Governors on the strategic development of SEN & Inclusion, including reviewing and formulating appropriate policies.
6. To be responsible for the supervision and organisation of teaching assistants, including their performance management.
7. Support pupil progress meetings, recording agreed provision within provision maps.
8. To be involved in the appointment of Teaching Assistants.
9. To work with the Headteacher and other key staff on developing the effectiveness of transition arrangements between the Nursery (and other pre-school settings) and FS.
10. Liaise with the Educational Psychology service and other specialist and support agencies.
11. To keep abreast of developments in SEN (e.g. research, changes to the law) and inform staff and Governors as necessary.
12. To attend appropriate training, CPD and conferences and provide feedback to colleagues.
13. Lead CPD on inclusion matters as needed across the school.
14. Work with the headteacher to plan the overall deployment of teaching assistants throughout the school.
15. Liaise with all teachers in the successful deployment of teaching assistants within all year groups.

16. Undertake SEN self-evaluation, contributing to the school SEF and improvement plan and planning for continuous improvement in inclusion practice

17. Model good practice in teaching pupils with SEN including those with severe complex needs.

18. Develop links with governors, the LA, external agencies and neighbouring

schools.

19. To attend Senior Leadership Team meetings.

Other and responsibilities

1. To willingly undertake any reasonable task requested by the Headteacher from time to time to support the safeguarding of staff and children.
2. To be willing to undertake the role of Designated Safeguarding Lead.