



## **GREAT OAK MULTI ACADEMY TRUST**

### **Trust SENCO Job Description**

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

- Determine the strategic development of special educational needs (SEND) policy and provision across the Trust
- Work across both schools, prioritising time effectively on ensuring a high quality SEND provision for all children
- Be responsible for day-to-day implementation of each school's SEND policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance, support and mentoring to colleagues
- Work closely with staff across the Trust, parents and other agencies
- Ensure all statutory deadlines are met
- Support safeguarding across the Trust as a DDSL at each school

The SENCO will also be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

#### **Duties and responsibilities**

##### **Strategic development of SEND 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
- Develop and oversee the implementation of each school's SEND strategy and policy, including the SEND Information Report, Accessibility Plan and Code of Practice
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Proactively work with external agencies, seeking funding and support
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
- Monitor progress of pupils with SEND, carrying out appropriate assessments including working with teachers and parents

##### **Operation of the SEN policy and co-ordination of provision**

- Maintain an accurate SEND register and provision maps for each school
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEND support
- Liaise with Headteachers on the use of the SEND budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with Inclusion Partner, 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 a particular focus on those with SEN or a disability
- Implement and model intervention groups for pupils with SEND, and evaluate their effectiveness

## **Support for pupils with SEN, a disability or a mental health need**

- Identify pupil's SEND needs based on evidence-based and external advice
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil, including referrals for therapy and MIND
- Ensure records are maintained and kept up to date in each school
- Coordinate the One Plan Cycle
- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Ensure there is evidence for statutory assessment if required
- Communicate regularly and develop strong positive relationships with parents or carers
- 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, where a looked-after pupil has SEND
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil

## **Leadership and management**

- Work with the Headteachers and Executive Headteacher 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 Schools/ Trust are required to publish
- Work with each school's SEND governor
- Contribute to improvement plans 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 pupils with SEND
- Lead and manage teaching assistants working with pupils with SEND
- Lead staff appraisals as directed
- Review staff performance on an ongoing basis

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow Trust 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 Headteachers and Executive Headteacher.