



JOB DESCRIPTION – Special Educational Needs Co-ordinator

Job title: SENCO

Responsible to: Deputy Headteacher (Inclusion)

Pay scale: Teacher's Pay Scale plus SEN Allowance

Post: Full time

Purpose of the job:

1. To provide professional management for all Special Educational Needs (SEN) policies and procedures, to secure excellent standards of learning and achievement for all pupils.
2. To undertake the role of Special Educational Needs Coordinator within the school.
3. To create, maintain and develop a positive ethos and learning environment, which reflects the school's commitment to high achievement, effective teaching and learning and positive outcomes for all pupils.

Main duties:

SEN

- Work with the Inclusion Team to inform the strategic direction and development of the school-wide systems for meeting the needs of all pupils.
- Have a significant impact on priorities in the School Improvement Plan; taking responsibility for creating, implementing and evaluating systems which lead to improvements in the progress of SEN pupils.
- Be responsible for managing SEN throughout the school, including the maintenance of a register of pupils with SEND and information for the School Census.
- Carry out observations of pupils with SEND and provide advice and support for Teachers about how to remove barriers to learning and meet pupil's needs in the classroom.
- Support teachers in identifying and planning effective and appropriate interventions for pupils with SEND.
- Oversee the use of Provision mapping for SEND in order to track and evaluate progress of all pupils.
- Write, review and implement the SEN policy, guidelines, SEN information report and Action plan.
- Maintain links with the feeder nursery and secondary schools to ensure successful transfer of pupils.
- Liaise with staff, parents and professionals managing the formal reviews procedures as outlined in the Code of Practice
- Provide support to Teachers to ensure curriculum planning is well differentiated and meets the needs of individuals with SEND.

Teaching and Learning

- Be responsible for the development and implementation of consistent and effective SEN strategies in all classrooms.

- Work alongside other members of the Inclusion Team to create effective SEN procedures in all areas of the curriculum.
- Advise the Senior Leadership Team of the needs of individual children and their progress.
- Liaise with external agencies and keep up to date by reading appropriate documents and attending relevant meetings and courses.
- Regularly track and monitor progress using data and observations of children.
- Teach as and when required.

Leading Staff

- Work closely within the Inclusion team to ensure teaching assistants are deployed to meet the needs of SEN pupils, ensuring the coherence of SEN support.
- Support staff, including the provision of training and development activities, in implementing all SEN knowledge, policies and procedures.
- Support staff in implementing teaching and learning strategies to address identified areas of pupil underachievement, including effective differentiation.
- Lead staff when implementing change to secure high quality teaching and learning.

Efficient and Effective Deployment of Staff and Resources

- With the support of the Senior Leadership Team, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and its financial context.
- Liaise with outside agencies, make referrals and ensure the effective implementation of suggested strategies and advice, including EHCPs.

Accountability

- Lead the analysis of data for SEN pupils and report outcomes to the Deputy Headteacher, Headteacher, Staff, Governors, Pupils and Parents, as appropriate.
- Monitor the effectiveness of EHCPs and Provision Maps in meeting pupil needs.
- With the support of the Senior Leadership Team, plan and take part in pupil progress interviews with each class teacher at the end of every school term.
- Provide information to governors, parents and external agencies about SEN practices, rates of pupil progress and levels of attainment as and when required.

Other duties and responsibilities

- Carry out any other reasonable duties as directed by the Headteacher or their Deputy.