



An All-through Co-operative School

***“Making School Memorable by Striving for Excellence”***

## **JOB DESCRIPTION**

**Post Title:** SENCO (Upper School)

**Reporting To:** Deputy or Assistant Head (Inclusion)

**Grade:** TLR 1c

This job description defines the role of SENCO. The remit of this role may change as the postholder further develops this area of Preston Manor School's activities.

### **Main Purposes of Role:**

- The oversight, co-ordination, development and evaluation of SEND Policy and Practice across the school, in collaboration with the Senior Leadership Team and according to the requirements of the Code of Practice.
- In collaboration with the SLT, to oversee the development of alternative and additional learning opportunities for a range of student groups including those experiencing difficulties in accessing mainstream learning and teaching, EHCP, Statemented, students on the SEND register and other vulnerable groups and those with records of poor behaviour and attendance.
- To take responsibility for the operational management of all SEND staff, their resources and accommodation
- To manage the work of the Deputy SENCOs as well as other SEND post holders as directed to develop the Alternative Curriculum and in-class support provision
- To support departments and year teams in developing and maintaining a high standard of learning support in all settings
- To support and develop strong working relationships with outside agencies and London Borough of Brent children and social service departments

### **Key Accountabilities:**

- To maintain the SEND Register
- To maintain, update and oversee records of SEND support and progress.
- To set up systems for identifying, assessing and reviewing SEND
- To collect, interpret and make use of assessment data
- To develop, manage, monitor and evaluate appropriate support programmes
- To monitor teaching and learning activities to meet the needs of students with SEND
- To teach students with SEND according to support programmes
- To ensure all staff are kept informed of student needs and support programmes
- To assist the SLT in developing innovative programmes of support which foster best practice and engage students thus accelerating their learning

- To engage with a range of external agencies including health, education welfare, social services and to maintain links to these local specialists who can provide in-depth practical help and support where necessary
- To pursue personal and professional development opportunities to meet the changing demands of the job
- To organise appropriate training activities and to encourage and support staff in their development and training
- To assist the SLT in preparing, implementing and updating the School Development Plan in relation to all aspects of SEND

**Leadership and Management responsibilities:**

- To complete the support timetable consulting, as appropriate, with Directors of Student Development, Heads of Department, subject teachers and support teachers
- To organise, manage and monitor SEND support teachers for students with SEND
- To organise, manage and monitor Learning Support Assistants as appropriate for students with Statements of SEND
- To ensure IEPs are in place and to monitor their implementation and review
- To ensure that the school and Inclusion Department are well informed with regard to contemporary issues in SEND
- To be responsible for the training of members of the department
- To advise departments via the SEND Link Teachers on ways to develop suitable resources and strategies for teaching students with special needs
- To be responsible for whole school staff development and training concerning the management, teaching and learning of students with special needs
- To advise staff of suitable courses to enhance their skills in the management and learning of students with special needs
- To work with the Assistant Head (Inclusion) in managing the ARP's
- To regularly disseminate good practice in SEND across the school
- To liaise with external support services as appropriate:
  - Local Education Authority re: Special Needs and Secondary Transfer
  - Schools' Psychological Services
  - CAMHS
  - School Medical Service
  - Paediatric Physiotherapy Service Social Services
  - Occupational Therapy Service
  - Speech and Language Service
  - National Careers Service
- To liaise with primary schools in relation to students with special needs including secondary transfer.
  - To participate in a range of meetings with colleagues, parents or carers and outside agencies
  - To participate in Performance Management arrangements
  - To adhere to published school policies and procedures
  - To attend regular meetings with your Line Manager
  - To hold responsibility for the effective deployment of the delegated budget for all SEND services

**Other Management Roles**

- To contribute to the monitoring of standards of teaching & learning
- To contribute to the effective day to day operation of the school
- To communicate with governors, the Head, SLT, colleagues, parents and outside agencies as appropriate

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

**This job description should be read in conjunction with the conditions of Employment for School Teachers DfE 2017.**

**Job descriptions are reviewed annually and may be amended following discussion with the postholder.**