

VALLEY PARK SCHOOL JOB DESCRIPTION

Job Title: SENCO

Grade: Main Pay Scale

Responsible to: Head of Foundation Learning Department

Purpose:

This SENCO post involves teaching and supporting students with a range of special/additional educational needs, as specified in the SEN and Disability Code of Practice (DfE/ DoH, 2015) at SEN with Support and those who have an Education, Health and Care Plan.

Roles and responsibilities

Teaching and Learning

- To plan and prepare lessons.
- To teach students in Years 7-11 at SEN with Support and with an Education, Health and Care Plan on an individual and small group basis.
- To keep accurate records of the content of work.
- To monitor individual student progress and provide additional intervention where individuals have difficulty achieving expected outcomes.
- To work with subject leaders to provide support for identified students in the classroom.

Administrative

- To assess and review students' needs using a range of assessment procedures to include observations, standardized tests, baseline assessments, National Curriculum levels of attainment and other appropriate measures.
- To collaboratively develop and implement students' individual Support Plans.
- To keep accurate student records, regularly review and evaluate learning outcomes, track student progress and inform the Heads of Department and Heads of Year.
- To produce individual and group reports.

Monitoring and Liaison

- To contribute to progress, review and multi-disciplinary meetings, related to allocated students.
- To work in partnership with the school towards removing barriers to learning, raising achievement and facilitating inclusion for students with Special Educational Needs.
- To liaise with subject teachers on the educational needs of allocated students to reduce barriers to learning and facilitate inclusion.

- To chair Annual Review meetings.
- To advise on teaching strategies which promote greater access to the curriculum for allocated students with Special Educational Needs.
- To contribute to Schemes of Work and the Department Development Plan.
- Maintain communication, as appropriate, with other professionals involved in order to co-ordinate support for allocated students, as directed by the Heads of Department.
- To liaise with parents/carers of identified students and provide support and advice as appropriate.
- To meet regularly with the Heads of Departments to report on student progress.

Professional Development

- To attend school based CPD as appropriate.
- To follow developments in Special Educational Needs and Exam Access Arrangements.
- To develop ICT skills in line with wider developments within the school to support students.
- To contribute to school based Inclusion meetings and training.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Park School maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.