



# St John's Community Primary School SENCo-Leading Practitioner Job Description

<b>Job title</b>	SENCo - Leading Practitioner
<b>Salary and grade:</b>	L4-L8 £48,861- £53,177 (Inc. of Inner London Allowance)
<b>School:</b>	St John's Primary School
<b>Line manager:</b>	The headteacher/deputy headteacher for inclusion and the governing body of the school
<b>Line management responsibility:</b>	As identified in the school staffing structure

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## Main purpose of the job:

- To lead and develop together with the headteacher, on the strategic development of the school's SEN policy
  - Lead a team of specialist staff to deliver high quality interventions to enable ch
  - Oversee the day-to-day operation of the SEN policy with the aim of raising achievement of pupils with special educational needs and disabilities
  - Lead on co-ordinating in and delivering interventions to support pupils and raise achievement
  - Support, train and advise staff regarding SEN strategies and techniques
  - Monitor the impact of teaching and learning for all pupils with SEN and disabilities
  - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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## Duties and responsibilities

All teachers are required to carry out the duties of a school-teacher as set out in the current *School Teachers Pay and Conditions* document. At this school the following areas have been highlighted as being of particular importance.

## Leadership and management

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of the School Development Plan relevant to SEN
- Together with the senior leadership team (SLT) ensure the school meets its statutory SEN obligations
- Exercise a key role in assisting the SLT and governors with the strategic development of SEN policy/provision
- With the senior leaders/SLT ensure appropriate provision is provided to all SEN pupils including provision mapping
- With the senior leaders/SLT develop and maintain robust systems for identifying pupils with SEN
- Work with the headteacher/SLT and staff to develop effective ways of bridging barriers to learning through assessment of needs, target setting, developing a recording system for progress
- Update the SLT and governing body on the effectiveness of provision for pupils with SEN on a regular basis
- Prepare reports for governors and others as appropriate
- Contribute to other related school policies/guidance and ensure they are adhered to

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## Teaching and Learning

- Have overall responsibility and accountability for SEN ensuring curriculum continuity, consistency, balance, match and progression
- Deliver and demonstrate support and interventions to pupils with SEN i.e. one to one, small group, whole class as appropriate
- Set targets for raising achievement among pupils with SEN
- Model and disseminate good practice in SEN across the school
- Lead regular meetings with teachers and teaching assistants who work with SEN pupils to ensure identification of the most effective teaching approaches for pupils with SEN

## Monitoring and Assessment

- Analyse and interpret relevant school, local and national data and advise the senior leader responsible for inclusion/SLT on the level of resources required to maximise achievement
- Monitor teaching and learning activities to meet the needs of pupils with SEN
- Monitor progress of objectives and targets for pupils with SEN from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
- Play a key role in developing and maintaining SEN records, strategic assessments and the school provision map ensuring they are regularly reviewed and updated
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary
- Access arrangements for National tests

## Manage resources

- Identify resources needed to meet the needs of pupils with SEN; advise the leadership team of priorities for expenditure and manage the SEN budget
- Organise and manage the use of SEN resources as appropriate, recording and evaluating impact

## Staff development

- Carry out and actively participate in the appraisal/performance management process of identified staff
- Provide professional guidance to staff to secure good/outstanding teaching for SEN pupils, through both written guidance, modelling teaching, coaching and mentoring
- Take a lead role in identifying and providing training opportunities for support staff and teachers to learn about SEN and intervention strategies
- Keep up to date with current understanding of learning needs and ensure these are reflected in the school policies, procedures and that all staff understand the needs of SEN pupils
- Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

## Other

- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- Keep parents and carers informed about their child's progress on a regular basis



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- Work collaboratively with other professionals, agencies, governors and neighbouring schools to secure the best provision for pupils with SEN
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEN
- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher, deputy and assistant headteachers

### **Note**

*This job description is not your contract of employment nor any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.*