# Job Description

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| Job Title | **SENCO** |
| Location | **The Oxford Academy** |
| Hours | Full-time |
| Contract Type | Permanent |
| Pay Scale | Main or Upper Pay Scale |
| Allowance | SEN Allowance £4,158pa  Additional Allowance for EAL £2,000 pa |
| Reporting To | Deputy Headteacher for Inclusion |

**Job Purpose**

This is a key role at The Oxford Academy and is in the school structure to ensure EVERY CHILD ACHIEVES in particular those students who have identified special educational needs.

To lead and manage the provision of special educational needs support across the school

as SENCO. To lead the work of the Special Educational Needs Team, this being the Learning Support and Therapeutic Support and the EAL staff.

**Key Accountabilities:**

1. To fulfil the statutory duties of the SENCO for TOA and lead the Learning Support Team of TAs, deputy SENCO and EAL team.
2. To lead the provision for special educational needs within TOA , reporting to the Deputy Headteacher
3. To identify appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely
4. To ensure that the requirements of EHCPs are met within the resources of the school
5. To ensure that students identified on the SEN Register have the required levels of support
6. To ensure that IEPs are fit for purpose and used effectively by staff
7. To work with the Deputy Headteacher to develop and implement Learning Support policies, plans, targets and practices
8. To secure and sustain effective SEN teaching, evaluating the quality of teaching and standards of students’ achievement, and setting targets for improvement
9. To provide for all those involved in Special Needs and Learning Support, the support, challenge, information and development necessary secure good teaching and therefore progress.
10. To line manage the EAL team.

**The main responsibilities of the post are to:**

1. Lead and manage the provision of Special Educational Needs support, including the allocation of support time and the writing of Individual Education Plans
2. Liaise with relevant outside agencies to ensure that individual student Special Educational Needs are met effectively and that the requirements of EHCPs are fully met
3. Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies and that relevant people are informed
4. Ensure that the SEN register is kept accurate and up to date including arranging annual reviews, with staff being informed
5. Work with staff to ensure that Individual Education Plans are adhered to, monitored and evaluated.
6. Support the Deputy Headteacher in the devising, implementation and updating of Learning Support Team policies which reflect the school’s commitment to high achievement, and effective teaching and learning
7. Analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods
8. Use data effectively to identify students who are seriously underachieving and where necessary create and implement effective plans of action to support those students
9. Support Deputy Headteacher to lead the production of a Department Improvement Plan (DIP)
10. Provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different students
11. Advise the Senior Leadership Team regarding the provision of an inclusive curriculum
12. Monitor the day-to-day management of the Learning Support work areas
13. Liaise with the Deputy Headteacher to manage the Learning Support Team capitation budget and resources.
14. Ensure the effective and efficient management and organisation of learning resources, including ICT

**Other Specific Duties**

* To undertake an appropriate programme of teaching in accordance with the duties of a classroom teacher.
* To take part in the school’s performance management procedures
* To carry out a share of supervisory duties in accordance with published schedules.
* To uphold school policies and practices and to help to achieve school objectives.
* To attend meetings with colleagues and parents as required.
* To undertake any other duty as specified by the School Teachers’ Pay and Conditions Document.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**Generic Responsibilities**

* Comply with policies and procedures relating to safe guarding, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person;
* Contribute to the overall ethos, work and aims of the Academy.

**This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.**

*The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document. It may be modified by the Headteacher, with the SENCOs agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.*

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| Employee Signature: | |
| Print Name: | Date |
| Line Manager’s Signature | |
| Print Name: | Date: |