Responsibility Profile for SENCO

**Title:**  SENCO

**Responsible to:** Assistant Head-teacher with oversight for SEND

**Date:**  September 2017

**Duties:** The current School Teachers’ Pay and Conditions Document and the Professional Standards for Teachers applies to the professional duties of all teachers in all teaching posts.

**Pay Scale:** Leadership Scale 6-8

Approximately 15% of students at Moulsham High School are deemed to have some SEN. Our students are primarily supported in lessons by a team of Faculty based Learning Support Assistants and Higher Level Teaching Assistants in English and Humanities. There are also a number of Learning Support Assistants who work closely with students with more complex needs. The Student Support centre is used to provide additional support to pupils throughout the school day. The school works with a variety of external agencies to provide additional support to students where necessary.

The successful candidate will be expected to teach 0.4 of a timetable. The remainder of his/her time will be divided as follows: 0.5 dedicated SENCO at Moulsham High School, 0.1 SEN work across the Bridge Academy Trust.

**The SENCO will be accountable for:**

* The progress made by SEND students at MHS.
* The quality of provision for SEND students at MHS ensuring that it meets all statutory requirements.

**The SENCO will be responsible for:**

* Ensuring the school has an effective ‘Special Needs Policy’ which reflects the current Code of Practice and is implementing this policy.
* Co-ordinating assessments of students’ needs.
* Setting targets and sharing this information with staff and governors.
* Liaising with outside agencies where required.
* Effectively managing the SEND budget.
* The professional development of Student Support staff.
* Sharing good practice in the teaching of SEND students across the school.
* Analysing the progress data of SEN students, implementing appropriate intervention where there is underperformance and monitoring its impact.
* Deploying Student Support staff and resources effectively.

**The SENCO will also be expected to:**

* Performance Manage members of the Student Support team as appropriate.
* Participate in the recruitment of Student Support staff.
* Attend Senior Leadership team / Executive meetings as required.

The duties listed above are neither exclusive nor exhaustive and the post-holder may be required by the Head of School to carry out appropriate duties within the job, skills and grade.

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post-holder.

The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

September 2017