

Muswell Hill Primary School SENDCO Job Description

NAME:

ROLE: SENCO

Hours: 3 days

Responsible to: Headteacher

General Duties: To carry out the professional duties of a teacher as circumstances may require and in accordance with the School policies, working to the Core Standards for Teachers and the Conditions of Employment as set out in the School Teachers' Pay and Conditions Document.

Professional Duties:

- To contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum which meets their needs
- To have high expectations of the pupils including a commitment to ensuring they can achieve their full educational potential
- To maintain an up to date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work
- To work as part of the SLT in carrying out self-assessment activities to support the self-evaluation and improvement planning processes
- To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Security, Equal Opportunities and Confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing
- To have a good, up to date working knowledge and understanding of a range of teaching, learning and behaviour management strategies
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Headteacher
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Role Specific Duties:



- To support the development of classroom environments which secure effective learning across the whole curriculum (including classroom organisation, display and high expectations of both work and behaviour) and include clearly labelled areas to encourage pupil access and independence
- To demonstrate excellent teaching practice which engages pupils and provides personalised learning through a range of learning styles thus enabling all pupils to reach their potential in both the indoor and outdoor learning environment
- To support the identification of and the provision for pupils with additional educational needs
- To regularly monitor the progress of pupils in classes deemed to have additional needs
- To regularly collect and record data on pupil progress and analyse and interpret the data in order to inform planning, interventions and resources to maximise the achievement of the pupils
- To use data and analysis of teaching and pupil learning to set realistic and challenging outcomes for the pupils
- Disseminate information to other staff, the Leadership Team and Governors and provide INSET when required
- To be responsible for the budget allocated to SEN and prioritise resource needs as indicated through monitoring

SENCO Specific duties:

- To have detailed knowledge of a range of interventions and how these can be used to improve pupil progress in school
- To provide training for teachers and support staff where necessary in the delivery of interventions
- To monitor the effectiveness and impact of any interventions through tracking data and also first-hand monitoring of the interventions
- To ensure the provision maps and IEPs within the school are monitored and regularly reviewed as part of the pupil progress meetings
- To ensure that the register of children on SEN school support is kept up to date and the progress of these groups is regularly tracked
- To ensure parents are kept informed of any issues with their child(ren)
- To liaise with external agencies and provide reports as required

In addition, additional tasks may need to be completed as requested by the Headteacher or Deputy Headteacher within the directed time working of the post holder.

This job description will be reviewed on an annual basis as part of the Performance Management process and may be amended where necessary

Muswell Hill Primary School SENDCO Specification

NAME:

ROLE: SENCO

Hours: 3 days

Responsible to: Headteacher

General Duties: To carry out the professional duties of a teacher as circumstances may require and in accordance with the School policies, working to the Core Standards for Teachers and the Conditions of Employment as set out in the School Teachers' Pay and Conditions Document.

1. Recent and relevant SENDCO experience. **E***
2. In receipt of the National Award for SEN Coordination. **E**
3. An excellent knowledge of the National Curriculum &/or Early Years Foundation Stage curriculum and very recent developments. **E**
4. An excellent knowledge of SEN and very recent developments. **E**
5. Recent experience of planning & delivering a creative & purposeful curriculum and learning environment to engage pupils and raise their attainment. **E**
6. Successful experience of using pupil tracking and assessment for learning to target individual needs in imaginative ways to accelerate progress. **D****
7. Ability to evaluate teaching & learning and to identify improvements to your own and others' practice. **D**

8. Excellent classroom organisation & class management and the ability to demonstrate this in assemblies; this includes successfully including and working with pupils with challenging behaviour, SEN, EAL and from all contextual backgrounds. **D**
9. The ability to maintain a positive outlook and clear focus. **E**
10. Experience of communicating effectively and building successful relationships with pupils, staff and parents/carers. **E**
11. Ability to manage and motivate a team of staff and to ensure targets are met consistent with the wider vision of the school. **E**
12. In collaboration with the Senior Leadership Team, the ability to devise a programme of support for new or struggling teachers. **D**
13. A sensitivity to the changing needs of others and the school, and the ability to respond quickly and effectively. **E**
14. Excellent ability to manage own time, to identify priorities and consistently meet professional targets. **E**
15. Ability to work as part of a Senior Leadership Team and maintain a positive and professional outlook when working with Senior colleagues and other members of staff. **E**

*Essential

** Desirable

