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**St Paul’s Church of England Primary School**

**SENCo Job Description**

**Post**: Special Educational Needs Co-ordinator

**Responsible to**: the Executive Headteacher

**Job Purpose**: to co-ordinate and monitor the delivery of S.E.N. support throughout the school

**Duties**:

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 head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**Strategic direction of SEN provision**

• Ensure effective systems of communication, including feedback about pupil’s learning to inform future planning.

• Monitoring the quality of SEN support by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed.

• Ensure that the objectives of the SEN policy are reflected in the school improvement plan. Liaise with and coordinate the contribution of external agencies.

• Up-to-date knowledge of National and local initiatives which may impact upon policy and practice, including the Special Educational Needs and Disability Act 2014, Children and Families Act 2014 and the Equality Act 2010.

**Teaching and Learning**

1. Support teachers and learning support staff in the identification of the most effective teaching approaches for pupils with S.E.N. and influence the whole Teaching and Learning policy to promote aspects of inclusive teaching.

2. Monitor teaching and learning activities to meet the needs of pupils with S.E.N.

3. Identify and teach study skills that will develop pupils' ability to work independently.

4. To monitor the achievements and welfare of children, and to follow up the progress reviews, liaising with the pastoral team and parents when appropriate. Lead the annual review meetings.

5. Support the Executive Head in meeting statutory responsibilities for SEN statements and their Annual Review.

6. Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEN.

7. Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.

**Recording and Assessment**

1. Set targets for raising achievement among pupils with S.E.N.

2. Collect and interpret specialist assessment data and use this to inform practice

3. Set up systems for identifying, assessing and reviewing S.E.N.

4. Update the headteacher and governing body on the effectiveness of provision for pupils with S.E.N.; maintain the information on S.E.N. on the school website.

5. Develop understanding of learning needs and the importance of raising achievement among pupils, particularly those who receive the pupil premium grant.

6. Oversee and monitor the quality of IEPs and other support plans such as pastoral support plans and maintaining detailed information for subsequent meetings with parents.

7. Keep parents and carers informed about their child's progress.

8. Prepare, collate and write reports for particular high needs children who require additional support.

**Leadership**

1. Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with S.E.N.

2. Provide training opportunities for learning support staff and teachers to learn about S.E.N.

3. Disseminate good practice in S.E.N. across the school.

4. Identify resources needed to meet the needs of pupils with S.E.N.; advise the leadership team of priorities for expenditure and manage the S.E.N. budget.

5. To contribute to the school’s development plan.

6. Develop links with other professionals, agencies, governors and neighbouring schools.

7. Work in tandem with the Head of Pastoral Care and liaise with the learning mentor, counsellor and the rest of the inclusion team to provide appropriate, measurable support to children and families.

**Curriculum:**

1. To contribute to the work of the school’s pastoral support.

2. To contribute to the work of the school’s Curriculum Management Team, ensuring that work in support of schemes of work is developed and reviewed regularly.

3. To construct and monitor the timetables of the SEN support team.

 **Standards and Quality Assurance:**

1. Support the aims and ethos of the school by adhering to the school vision.

2. Set a good example in terms of dress, punctuality and attendance.

3. Uphold the school's behaviour code and uniform regulations.

4. Participate in staff training when relevant to the post

Undertake such duties that may be required from time to time at the request of the Headteacher.

February 2019