**JOB DESCRIPTION:** **A Leader with responsibility as SENCo for pupils across the school**

**POST HELD:** Teacher with responsibility for leading and managing the education and welfare of SEND pupils throughout KS1/KS2 and the EYFS.

**PURPOSE** The SENCo, with the support of the Head and Governing body, takes responsibility for the day-to-day operation of provision made by the school for pupils with SEND and provides professional guidance in the area of SEND in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all pupils.

**SALARY SCALE:** Inner London Pay Scale plus TLR 2c £6646.00

**RESPONSIBLE TO:** The Headteacher.

**RESPONSIBLE FOR:** Staff (teaching and support) in the year team

**GENERAL DUTIES:** The education and welfare of pupils in accordance with the requirements of **CONDITIONS OF EMPLOYMENT OF SCHOOL TEACHERS** ( 1987 paragraphs 37 to 40.7), having due regard to the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the **GOVERNING BODY.** To share in the corporate responsibility for the well being and discipline of **all** pupils.

**POLICY AND LEGAL FRAMEWORK**

The teacher will work within the framework of:

• national legislation, including Education Acts from 1944 to the present , the SEN Code of Practice and the current School Teachers’ Pay and Conditions document subject to any amendments due to government legislation

• School policies and guidelines on the curriculum and school organisation;

• LEA policies and guidelines, in particular those relating to curricular aims and principles and to equalities policies

**LIAISON AND CO-OPERATION:**

The teacher will work in liaison, contact and co-operation with:

**-** Other members of staff:

**-** Members of borough support and advisory services:

**-** Organisations and networks relevant to the teacher’s specialism or subject;

- Parents, governors and the local community

**SPECIFIC DUTIES:**

* To contribute to the development, monitoring and evaluation of the School Improvement Plan.
* To monitor teaching standards with the Headteacher and Deputy Headteachers.
* To monitor and evaluate standards of learning in the school with the Headteacher and the Deputy Headteachers.
* Attend SLT meetings as required
* Contribute to the creation of a climate that enables all staff to develop and maintain positive attitudes towards their teaching
* Work collaboratively with SLT staff on identified school priorities

**SENDCo**

### Strategic direction of SEND provision

* Co-ordinate, with the support of the SLT the development and implementation of SEND policy in order to raise achievement and improve the quality of education provided.
* Ensure effective systems of communication, including feedback about pupil’s learning to inform future planning
* Monitor the effectiveness of SEND provision through analysing and interpreting relevant school, local and national data and evaluating the quality of teaching and learning.
* Ensure that the objectives of the SEND policy are reflected in the school improvement plan. Liaise with and coordinate the contribution of external agencies
* Ensure up-to-date knowledge of National and local initiatives which may impact upon policy and practice.

### Teaching and learning

* Influence the whole school teaching and learning policy to promote aspects of inclusive teaching
* Support staff in identifying and adopting the most effective teaching approaches for pupils with SEND
* Monitor teaching and learning to ensure that the needs of pupils with SEND are being met this will include observing pupils in classrooms, discussions with pupils, scrutiny of planning and work.
* Work with pupils, subject leaders, class teachers and support staff to ensure realistic expectations of behaviour and achievement is set for SEND pupils
* Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum
* Oversee and monitor the quality of IEPs and other plans such as pastoral support plans.
* Develop and monitor systems for colleagues to record progress made by pupils with SEND towards the achievement of targets set in IEP’s;
* Ensure that IEPs are reviewed termly by teachers with parents and pupils and that new targets are agreed and communicated. Provide guidance and support when necessary.
* Maintain a provision map and develop recording systems to ensure the the effectiveness of provision can be judged.
* Undertake the day to day co-ordination of SEND pupil provision through close liaison with parents, staff and external agencies.
* Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND.
* Support the Headteacher in meeting statutory responsibilities for SEND statements and their Annual Review
* Lead the Annual Review meetings for statemented students.

### Leading and managing staff

* Lead and manage staff who have specific responsibility for SEND this will include staff employed to support pupils with statements and IPSA’s and the LSA with responsibility for SALT. This will include responsibility as a performance management reviewer
* Lead INSET when required; this may include chairing and be a part of working parties.
* Encourage all staff to recognise and fulfil their statutory responsibilities
* Provide opportunities for observation of colleagues/visits to other schools in order to share best practice
* Develop proformas for essential repetitive paperwork, in order to create an administrative infrastructure as part of an effective communications system.
* Identify the training needs of staff and organise and coordinate INSET to be delivered by other professionals
* Disseminate procedural information such as recommendations of the code of practice, LA guidance, or the schools own SEND policy
* Ensure the establishment of opportunities for SEND LSA’s to review the needs, progress and targets of pupils with learning difficulties
* Provide regular information to the Head, governing body on the evaluation of the effectiveness of provision for pupils with SEND, to inform decision-making and policy review

### Efficient and effective deployment of staff and resources

* Provide advice to Head/SLT relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEND
* Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT
* Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school.
* Monitor the effectiveness of resources ( including staff ) in meeting the objectives of the school and SEND policies.