



JOB DESCRIPTION - SENCO

Core Purpose:

To report to the Head Teacher to achieve the efficient and effective management and development of the school.

The postholder will be responsible for the management of Special Educational Needs provision across the school.

The postholder will take have joint responsibility for Safeguarding as a Deputy Designated Safeguarding Lead.

Duties and Responsibilities

The SENCO will report to the Head Teacher in determining the strategic direction and development of the school.

The SENCO will:

Leadership

- Exemplify and articulate the vision, aims and core values of the school.
- Provide leadership which will bring about significant development of whole school priorities relating to SEND.
- Oversee progress towards achieving targets agreed with other staff and/or included in the SIAP.
- Report regularly to the Head Teacher and the Governing Body on progress towards targets.
- Initiate, organise and complete specific projects.
- Participate fully in whole school review and self evaluation, to include
 - Monitoring
 - Evaluation
 - Data analysis
 - Focused observations of children at work and of teaching
 - Evaluation of pupils' work
- Act as a role model for other staff.
- Work with the SLT to lead, support, challenge and develop colleagues.
- To be part of the Safeguarding team as a Deputy Designated Safeguarding Lead

Operational

- Communicate effectively and frequently with parents, both verbally and in writing.
- Lead teams of colleagues as required by the SIAP and by school priorities.
- Assist in the recruitment, appointment and training of SEN Support Staff.
- Work with outside agencies to ensure appropriate provision for those with Special Educational Needs.
- Organise, lead and manage multi-agency SEND meetings, including Annual Reviews and Team Around the Child meetings.
- Assist the School Safeguarding team in the co-ordination Safeguarding policies, assessment, referrals and training.
- Monitor and support the delivery of academic and pastoral intervention programmes.
- Organise and lead termly SEN Parent Forum meetings.
- Lead weekly SEN Teaching Assistant meetings.

Professional

- To complete an Annual Self-Evaluation for SEND and subsequent action plan.
- To assist with training, support and monitoring of support staff.
- To lead whole school, class or Key Stage assemblies when required.
- To have a major role in the pastoral support of pupils.

Administrative

- To develop, maintain and analyse pupil records.
- To monitor and track progress of SEND pupils.
- To monitor class provision maps.
- To support class teachers to write, implement and review the GRSS, My Support Plans and class Provision Maps.
- To complete referrals to outside agencies, as appropriate.
- To complete Request for Statutory Assessments, as appropriate.
- To develop and maintain resources appropriate for use by pupils with SEND.
- To develop and review school policies for SEN.

This job description is to be considered alongside the job description for class teachers and statements of the Schoolteachers Pay and Conditions of Service document.

The key tasks above may be amended from time to time, bearing in mind the needs of the school. This job description will be reviewed annually as part of the Appraisal/Performance Management process.

The SENCO will have access to a range of professional development activities including SENCO conferences, network meetings and appropriate training courses.