



Special Educational Needs Co-ordinator

Post: SENCO with teaching responsibility

Responsible to: Headteacher and Deputy Headteacher

Job purpose: To assist in the promotion and direction of high standards of teaching and learning, pupil achievement and progression, through effective inclusion, particularly for pupils with PMLD or other severe learning difficulties.

Responsible for: Teaching Assistants who support children on a one to one basis, and the care and progress of children with SEN.

Duties:

Strategic direction and development:

1. Support the vision, ethos and policies of the School which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all pupils with PMLD or other severe disability, irrespective of background, ethnicity, or gender.
2. Ensure the effective and proficient use of pupil information and data from a variety of sources, both internal and external, in the process of target setting;
3. Raise standards of individual pupil progress and ensure that good attainment is maintained by providing a model of high quality practice.
4. Ensure that parents are well informed about the curriculum, targets, individual pupils' progress and achievement;
5. Develop and maintain good relationships with parents, outside agencies and the local community.

Teaching and learning

1. Identify and adopt the most effective teaching approaches for the PMLD and SLD pupils.
2. Monitor teaching and learning activities to meet the needs of these pupils.
3. Identify and support the teaching of skills that will develop these pupils' ability to become more independent
4. Liaise with other schools to ensure continuity of support and learning when transferring pupils with special educational needs.

Recording and assessment

1. Set targets for raising achievement among these pupils.
2. Collect and interpret specialist assessment data and share it with appropriate staff.
3. Set up systems for identifying, assessing and reviewing progress of these children.
4. Update the Headteacher and governing body on the effectiveness of provision for these pupils.

5. Develop understanding of learning needs and the importance of raising achievement among these pupils;
6. Organise reviews and keep parents informed about their child's progress.
7. Encourage and support all members of staff to recognise and fulfil their statutory responsibilities to the pupils with special educational needs;
8. Organise training opportunities for teaching assistants to learn about special educational needs of the children they work with.
9. Disseminate good practice in special educational needs across the School;
10. Identify resources needed to meet the needs of pupils with special educational needs and advise the Headteacher of priorities for expenditure.
11. Work and co-operate with relevant teaching staff to ensure the effective organisation development and performance management of teaching assistants.

Maintenance of Professional Standards:

1. Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the School and the Team for which you are responsible;
2. Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff of the School;
3. Ensure the development and maintenance of a team culture that enables all members of the Team to be effective in their respective roles;
4. Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards each other.

Other Duties and Responsibilities:

Undertake any other reasonable professional task as directed by the Headteacher



PERSON SPECIFICATION – SENCO with teaching responsibility

SPECIFICATION	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Qualified Teacher Status SEN qualification/ working towards	Further specialist qualification in SEN/ SpLD Proven track record of leading a successful SEN/ INCLUSION team.
EXPERIENCE	Recent and relevant teaching experience (at least 4 years) Recent experience of assessment and tracking of pupil progress. Experience of organising and delivering staff development training. Experience of leading and managing a team. Proven experience of teaching children with diverse learning needs. Demonstrable success in working collaboratively with parents, colleagues, governors and the local community. Proven experience in effective liaison with a range of outside agencies and extended services.	Teaching experience in a resource provision or special school Teaching experience and or advisory experience in more than one organisation. Completing SEN and/or EHCP paperwork
KNOWLEDGE, SKILLS AND ABILITIES	Proven ability as excellent class teacher. Good understanding of intervention programmes and strategies especially in Literacy, Mathematics and Behaviour Management. Good understanding of the SEN Code of Practice/Current inclusive practice. Ability to communicate effectively both orally and in writing, including use of ICT. Excellent interpersonal skills. Good organisational skills. Knowledge of the issues surrounding Child Protection and the care of Looked After children. Demonstrable commitment to equality of opportunity and inclusive practices.	Experience of Child Protection procedures Experience of working with children with profound and complex needs.
PERSONAL QUALITIES	The ability to motivate, manage and inspire children and staff to strive for excellence. A commitment to the ethos of the school as a partnership of children, parents, staff and the community.	