



# Bartley Green School

ASPIRATION    ACHIEVEMENT    ACCEPTANCE    RESPECT    RESILIENCE    REWARD

## JOB DESCRIPTION

<b>Post Title:</b>		<b>SENCo</b>
<b>Post Holder:</b>		
<b>Purpose:</b>		<ul style="list-style-type: none"><li>• To raise standards of pupil attainment and achievement within SEND and to monitor and support pupil progress.</li><li>• To be accountable for pupil progress and development within the area of SEND.</li><li>• To develop and enhance the teaching practise of others.</li><li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for SEND pupils in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school</li><li>• To be accountable for leading, managing and developing the SEND Department.</li><li>• To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated SEND portfolio.</li></ul>
<b>Reporting to:</b>		Assistant Headteacher SEND
<b>Responsible for:</b>		Relevant personnel within the department.
<b>Liaising with:</b>		Head/Deputies, other Heads of Department, Pastoral Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, external agencies, parents/carers.
<b>Working Time:</b>		195 days per year. Full time
<b>Salary/Grade:</b>		MPR/UPR Plus TLR 1 £15,945
<b>Disclosure Level:</b>		Enhanced
<b>MAIN (CORE) DUTIES</b>		
<b>Operational/ Strategic Planning</b>		<ul style="list-style-type: none"><li>• To model excellence.</li><li>• The day-to-day management, control and operation within the department, including the effective deployment of staff and physical resources for all pupils with SEND.</li><li>• Lead and advise on the whole school implementation of the Graduated Approach to SEND support.</li><li>• To comply with SEND statutory guidance and be responsible for keeping the SEND register, SEND information report and SEN policy up to date.</li></ul>

		<ul style="list-style-type: none"> <li>• Support staff, at a whole school level, to recognise their responsibilities to support pupils with SEND and to understand how to meet the needs of pupils with SEND and secure good quality teaching; providing advice, guidance and support as required.</li> <li>• Work with the Assistant Headteacher and the Governing body to ensure that the school meets its responsibilities under the Equality Act 2010 with regards to reasonable adjustments. Ensure a safe and secure learning environment for pupils with SEND, completing and reviewing risk assessments and improvement plans as necessary.</li> <li>• To actively monitor and evaluate pupil progress</li> <li>• To follow school policies and procedures</li> <li>• To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of SEND pupils within, SDP/DPP and the aims and objectives of the school.</li> </ul>
<b>SEND/Curriculum Provision:</b>		<ul style="list-style-type: none"> <li>• To liaise with the Deputy Head Curriculum to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.</li> <li>• Keep abreast of initiatives and developments in legislation.</li> <li>• Contribute to the identifying, planning and monitoring of interventions needed by SEND pupils.</li> <li>• Ensure the school keeps an accurate record of all pupils with SEND and that this remains up-to-date and is reviewed regularly.</li> <li>• Ensure the specific requirements of pupils with SEND are understood and support measures are implemented effectively.</li> <li>• Manage the EHCP/SSPP application and review process</li> <li>• Lead the internal assessment process to identify SEND pupils.</li> </ul>
<b>Staffing:</b>		<ul style="list-style-type: none"> <li>• To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To be responsible for the efficient and effective deployment of the department's support staff including all teaching assistants.</li> <li>• To undertake Appraisal Review(s) and to act as reviewer for Teaching Assistants.</li> <li>• To make appropriate arrangements for classes when department staff are absent, liaising with the relevant staff to secure appropriate cover within the department.</li> <li>• To participate in the interview process for posts when required and to ensure effective induction of new staff in line with school procedures.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To participate in the school's ITT programme.</li> </ul>
<b>Quality Assurance:</b>		<ul style="list-style-type: none"> <li>• To establish the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To contribute to school procedures for lesson observation.</li> <li>• To monitor and evaluate the curriculum area/SEND department in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> <li>• To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.</li> </ul>

<b>Management Information:</b>		<ul style="list-style-type: none"> <li>• To be responsible for ensuring the maintenance of accurate and up-to-date information concerning the department on the management information system.</li> <li>• Ensure robust tracking systems are in place to collect and interpret specific pupil level assessment data allowing the school to identify the impact against pupil outcomes.</li> <li>• To produce reports as necessary within the quality assurance cycle for the purposes of supporting pupils.</li> <li>• To provide the Governing Body with relevant information relating to SEND performance and development.</li> <li>• To act on the advice of external agencies in accordance with the Graduated Process</li> </ul>
<b>Communications:</b>		<ul style="list-style-type: none"> <li>• Disseminate information regarding effective teaching approaches for pupils with SEN.</li> <li>• Create purposeful parental engagement.</li> <li>• Be the key point and liaise with appropriate bodies internally and externally who support SEND pupils.</li> <li>• Represent the SEND department's views and interests.</li> </ul>
<b>Marketing and Liaison:</b>		<ul style="list-style-type: none"> <li>• To contribute to the school liaison and marketing activities where appropriate, e.g. primary school liaison.</li> <li>• To lead the development of effective links with partner schools.</li> <li>• To actively promote the development of effective links with external agencies.</li> </ul>
<b>Management of Resources:</b>		<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a budget holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>• Efficiently and effectively use the school's SEND budget and other resources to meet pupils' needs.</li> <li>• To work with the Deputy Head Curriculum in order to ensure that the SEND department's teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>
<b>Pastoral System:</b>		<ul style="list-style-type: none"> <li>• To liaise with a Pastoral Leader to support the implementation of the school's pastoral system.</li> <li>• To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.</li> <li>• To adhere to the school's Safeguarding policy.</li> <li>• To contribute to PSHE according to school policy.</li> <li>• To apply behaviour management systems so that effective learning can take place.</li> </ul>
<b>Teaching:</b>		<ul style="list-style-type: none"> <li>• To teach pupils according to their educational needs, including the setting and marking of work to be carried out by pupils.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.</li> <li>• To support teachers in identifying and assessing pupils with SEND.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils.</li> <li>• To undertake a designated programme of teaching.</li> </ul>

		<ul style="list-style-type: none"> <li>• To ensure a high-quality learning experience for pupils which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to pupils' needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
<b>Other Specific Duties</b>		<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To understand and act in accordance with the school's equal opportunities policies.</li> <li>• To undertake any other duty as specified by STPCD not mentioned in the above</li> <li>• To engage actively in the Appraisal process</li> <li>• To promote the welfare of children for whom you are responsible for or whom you come into contact with.</li> </ul>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with a disability or continued employment for any employee who develops a disabling condition.</p>		
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and the job title.</p>		

Job Description issued by  
after consultation

\_\_\_\_\_  
(Signature of Headteacher)

Copy received by

\_\_\_\_\_  
(Signature of Employee)

Date

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