



Horizon English School

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Headteacher: Ian Wallace

Job Description – SENCO

Main Purpose

The SENCO, under the direction of the headteacher/senior assistant headteacher, will:

- Determine the strategic development of the Inclusion policy and provision in the school
- Be responsible for day-to-day operation of the Inclusion policy and co-ordination of specific provision to support individual Students of Determination
- Raise the achievement of SEND pupils across the school
- Provide professional guidance and development to colleagues, working closely with staff, parents and other agencies.

Duties and responsibilities

Strategic development of Inclusion policy and provision

- Have a strategic overview of provision for Students of Determination across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for Students of Determination
- Ensure the Inclusion policy is put into practice, and that the objectives of this policy are reflected in the Inclusion Improvement Plan
- Maintain an up-to-date knowledge of national initiatives which may affect the school's policy and practice
- Maintain an accurate SEND register
- Provide guidance to colleagues on teaching Students of Determination, and advise on the graduated approach to SEND support
- Work with early years providers, other schools, educational psychologists and other external agencies
- Be a key point of contact for external agencies
- Analyse assessment data for Students of Determination
- Implement intervention groups for Students of Determination, and evaluate their effectiveness.

Support for pupils with SEND

- Coordinate the identification of need process
- Co-ordinate provision that meets the student's needs, and monitor its effectiveness
- Ensure records are maintained and kept up to date
- Coordinate the IEP process with parents or carers and the students
- Communicate regularly with parents or carers



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- Ensure that if the student transfers to another school, all relevant information is conveyed to the new school, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.

Leadership and Management

- Prepare and review information the governing board is required to publish
- Contribute to the school development plan where appropriate and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET/CPD for staff
- Share procedural information, such as the school's Inclusion policy
- Promote an ethos and culture that supports the school's Inclusion policy and promotes good outcomes for Students of Determination
- Lead and manage teaching assistants working with pupils.

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description may be amended at any time in consultation with the postholder.

Last updated: December 2018