



Sullivan Primary School

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Part of United Learning

Sullivan Primary School

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Job Description

SENCO. Part time (3 days a week)

Salary: MPS/UPS (based on experience) SEN allowance

Purpose of the role

Determine the strategic development of special educational needs (SEN) policy and provision in the school

Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability

Provide professional guidance to colleagues, working closely with staff, parents and other agencies

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice

Leadership and management

- Contribute to the school improvement plan and whole-school policy
- Identify and adopt the most effective teaching approaches for SEN pupils.
- Monitor teaching and learning activities to meet the needs of SEN pupils.
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Communicate regularly with parents or carers
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

Headteacher: [Wendy Aldridge](#)

- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Be aware of the provision in the local offer
- Work with SALT, educational psychologists, health and social care professionals, and other external agencies
- Analyse assessment data for pupils with SEN or a disability
- Implement and support intervention groups for pupils with SEN, and evaluate their effectiveness

Recording and assessment

- Set targets for raising achievement among SEN pupils and other groups as appropriate with SLT
- Collect and interpret specialist assessment and performance data and share with other staff and Governors as appropriate
- Set up systems for identifying SEN, and assessing and reviewing SEN provision. This includes creating and monitoring EHC plans, provision maps with class teachers and learning support assistants
- As necessary, prepare applications for EHC plans; co-ordinate and attend annual reviews

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.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It will be reviewed in the context of the School Development Plan and Performance Management cycle.