

Job Description	
POST TITLE	SENCO & INCLUSION
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
SCALE	L8-12
PURPOSE OF THE JOB	Strategic development of the school's Special Educational Needs (SEN) provision and oversight of the day-to-day operation of that policy with the aim of raising SEN pupil achievement.
RESPONSIBLE TO	Principal
RESPONSIBLE FOR	<p>The vision for the SEN</p> <p>Quality of provision for SEN</p> <p>Strong outcomes and standards in relation to achievement, behaviour, engagement, attendance and punctuality for every SEN</p> <p>Leadership of well being strategy</p> <p>Leadership of internal exclusion</p>
Line manager of:	LSA's across the school
Heyford Park Free School recognise and values continued professional development. Therefore, training opportunities will be made available as appropriate or necessary.	

EMPLOYMENT DUTIES

The school acknowledges the strong relationship between the quality of school leadership and the outcomes for pupils, the Standards for School Leadership recognise the key role school leaders play in providing professional leadership and management in order to improve outcomes for all pupils. These standards identify the knowledge and understanding, skills and professional attributes needed by the school's leadership in order to ensure the school builds leadership sustainability that is rooted in promotion of excellence, equity and high expectations for all pupils.

Vision and purpose:

- Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN.
- Ensure that the school carries out its statutory responsibilities regarding all students with an Education Health and Care Plan (EHC).
- Promote and develop a coherent inclusion strategy for SEN students
- Support all staff in understanding the needs of SEN pupils.
- Support departmental developments of SEN provision.
- Monitor progress towards targets for pupils with SEN.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

Accountable for:**Vision and direction:**

1. Strategic leadership and implementation of the vision for areas of responsibility ensuring high aspirations for the achievement, behaviour, personal development, engagement and attendance of all students with special educational needs within the school.
2. Quality assurance of SEN and inclusion to inform an accurate self-evaluation to inform future planning.
3. Management and promotion of the SEN & inclusion to ensure a positive profile within the school and outside the school.

Leading the Department:

1. Leadership, management and development the strategy for ensuring high standards in relation to outcomes and provision.
2. Management of the quality assurance of the work of the SEN team to ensure high standards in relation to outcomes and provision.
3. Leadership, management and development of effective arrangements for the induction of students with special educational needs joining during the academic year.
4. Leadership and management of resourcing and financing to ensure effective provision and outcomes.
5. Leadership, management and promotion of the school policies across the SEN team to ensure high standards in relation to provision and outcomes.
6. Management of information, data recording and reporting in relation to the SEN ensuring compliancy.
7. Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies.

Leading teaching, learning and curriculum:

1. Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEN.
2. Work with staff to develop effective ways of bridging barriers to learning through: - assessment of needs
3. Monitoring of teaching quality and pupil achievement –
4. Target setting

5. Ensure pupil profiles, individual/group learning plans, provision maps, risk assessments are relevant, accurate and ensure progress liaising with teams where appropriate.
6. Collect and interpret specialist assessment data to inform practice.
7. Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.
8. Work with partners and other staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.

Leading People:

1. Leadership, management and development of the team to ensure impact quality of provision and outcomes.
2. Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings
3. Manage the development of staff within team to ensure both skills and confidence enable the vision to be realized.
4. Advise the principal of priorities for deployment of staff, and utilise resources with maximum efficiency;

Leading the Community

1. Work with external agencies to maximise resources made available
2. Lead, manage and develop effective links with parents based on partnership working and approaches to promote high standards of achievement and behaviours for learning.
3. Lead, manage and develop effective partnerships with teams within the School to promote high standards of achievement and behaviours for learning.
4. Lead, manage and develop effective external partnerships to promote strong engagement and outcomes for students with special educational needs

Other professional requirements

1. Co-ordinate all Annual Reviews and reviews of Individual Education Plans where appropriate and attend / chair when necessary.
2. Attend early years and Year 6 Annual Reviews for primary pupils with SEN to help facilitate continuity and progression through the development of a transition programme. To support
3. Exercise a key role in assisting the Principal and Head of Primary with the strategic development of SEN policy / provision.

Performance management:

Participating in the School's arrangements for performance management, professional development and the School's arrangements for quality assurance and internal verification.

General responsibilities:

1. Act as a model for School values
2. Ensure performance management arrangements are effectively discharged by self and other team leaders line manage as appropriate

3. Monitor & evaluate contribution and impact of other staff to team improvement in relation to school priorities, and policies
4. Plan the deployment of staff expertise to achieve school and team improvement objectives
5. Take responsibility for pastoral care of staff line manage
6. Lead on staff performance & standards related issues for areas of responsibilities with the support of line manager
7. To fulfil the general duties of a main scale teacher *appendix 1
8. To be responsible for a whole school role appropriate to the grade of the post as agreed Principal *appendix 2
9. To undertake other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

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