

## **SENCO Job Description**

<b>Salary:</b>	Main/Upper Pay Scale depending on experience, plus SEN allowance
<b>Contract type:</b>	Part-time (3 days per week) / permanent contract
<b>Reporting to:</b>	Headteacher

### **Main purpose**

The SENCO, under the direction of the Headteacher, will:

- 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 carers and other agencies
- The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

The National Award for Special Educational Needs Co-ordination is a requirement for the post holder, or they must be willing to complete the SEN NPQ within 3 years of appointment.

### **Duties and responsibilities**

#### **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
- Make sure the SEN policy is put into practice and its objectives are reflected in the school development plan (SDP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice

#### **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 early years providers, RBG Inclusion team and other external agencies
- Where targeted support is needed, the SENCO is responsible for accessing funding arrangements through the necessary channels
- Analyse assessment data for pupils with SEN or a disability

- Monitor the effectiveness of interventions and the impact they have on pupils and report back termly at Pupil review meetings

### **Support for pupils with SEN or a disability**

- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Ensure records are maintained and kept up to date
- Implement and review Personal Learning Plans (PLP's) and where appropriate begin the EHCP process
- Review the education, health and care plans (EHCP) with parents and carers
- Ensure if the pupil transfers to another school, all relevant information is transferred, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability
- To work with SLT to review individual children's attainment and progress especially ensuring learning of children with SEND is monitored, reviewed and addressed
- Enable early identification and intervention through assessment and observation

### **Leadership and management**

- Work with the Headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities
- Contribute to the school improvement plan and whole-school policy
- To make a contribution to the school's continuing professional development programme by providing training opportunities for staff around particular needs including specific SEND training needs.
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND and ensure all school staff understand their roles and the changes under the new SEND Code of Practice
- Attend and participate fully in school events e.g. open evenings and parental workshops

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.*