

Growing Together, Learning for Life



BANNOCKBURN

Primary School

SENCo Job Description

Job Title: Special Educational Needs Co-ordinator

Responsible to: Inclusion Leader & Leadership Team

Responsible for: Lead on Provision of SEN Teaching & Support

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

The key task of the SENCo is to ensure that Special Educational Needs provision is both efficient and effectively managed. The range of responsibilities delegated to the SENCo with regard to provision and coordination is outlined below. It is expected that all legal and statutory requirements are met for pupils with SEN via the SENCo.

Core Purpose of Post

The SENCo with the support of the SLT and Governing Body, takes responsibility for the day to day operation of provision made by the school for pupils with SEN and provides professional guidance in the area of SEN in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement for all pupils.

The main responsibilities of the SENCo are set out below:

Strategic direction and development of SEN provision:

- Ensure effective systems of communication, including feedback about pupils' learning to inform future planning
- Monitor the quality of support by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are co-ordinated, evaluated and regularly reviewed
- Ensure that the objectives of SEN policy are reflected in the School Development Plan.
- Liaise with and co-ordinate the contribution of external agencies.
- Ensure up-to-date knowledge of national and local initiatives which may impact upon policy and practice
- Liaising with and co-ordinating the contribution of external agencies for SEND pupils and provision

Teaching and learning of SEN children:

- Identify and adopt the most effective teaching approaches for identified pupils
- Monitor teaching and learning activities to meet the needs of identified pupils
- Identify and teach study skills that will develop pupils' ability to work independently

- Liaise with other schools to ensure continuity of support and learning when transferring identified pupils from other schools and on to secondary schools
- Evaluate the impact of different intervention programmes
- Co-ordinate special arrangements in external examinations for pupils with specific requirements

Recording and assessment:

- Set targets for raising achievement among identified pupils
- Collect and interpret specialist assessment data in order to evaluate impact and progress
- Set up systems for identifying, assessing and reviewing pupils
- Update the SLT on the effectiveness of provision for identified pupils
- Develop understanding of learning needs and the importance of raising achievement amongst identified pupils
- Attend consultation evenings and keep parents informed about their child's progress

Effective deployment of staff & resources:

- Support the Headteacher in the deployment and development of staff in the SEN Team to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities
- Assist in the task of ensuring the management, finances, organisation and administration of the school, particularly in regard to SEN, to support its vision and aims are appropriate to the school's present and likely future resources
- Work with the Headteacher and Governors in establishing priorities for expenditure in SEN and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money
- To be responsible for the review, development and purchase of resources for your subject

Leadership and management of colleagues:

- Provide a model of excellence for colleagues; this may include providing in-class support for colleagues through demonstration lessons, team teaching, observation and feedback
- Encourage all members of staff to recognise and fulfil their statutory responsibilities to all identified pupils
- Lead the SEN team, including SEN teacher and SEN LSAs.
- Work with the SLT to lead, motivate, support, challenge and develop all staff in the SEN team to secure continual development
- Together with senior colleagues, provide training opportunities for LSAs and teachers to learn about specific learning needs

Management of S.E.N. provision according to the DFE and local Codes of Practice:

- Maintain the S.E.N. register, relevant records and preparing materials for Borough inventory
- In consultation with teachers, monitor, review and set termly targets and/or IEPs for children on the register
- Liaise with all relevant outside agencies and ensuring the completion of required documentation
- Ensure that statements for pupils at stage 5 are implemented according to recommendations, and that they are reviewed annually
- Keep all parents of pupils at stages 2-5 informed of their children's progress and any relevant changes in provision

- Support the arrangement of the S.E.N. provision timetable

Personal/Professional Development

- Manage your own professional development and in partnership with your line manager and Headteacher
- Meet all agreed objectives set at the annual performance review
- Actively seek opportunities for your CPD in partnership with your line manager and Headteacher
- To participate in the school's Performance Management System

Equalities & Diversity

- Ensure equal opportunities with regard to all aspects of practice and provision
- Take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations
- Work to promote and contribute to the School's Equal Opportunities Policies
- Contribute and promote safeguarding at all times, to ensure the safety and security of pupils, staff and stakeholders

Support for the School

- Be aware of and comply with all policies and procedures relating to child protection, health & safety, confidentiality and data protection.
- Along with other members of staff, take responsibility for promoting and safeguarding the welfare of the children and young persons he/she comes into contact with
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and professional development as required and participate in meetings as required.
- To attend and contribute to staff meetings
- To take part in and contribute in delivery of INSET, to participate and attend meetings with parents and colleagues as necessary and required by directed time
- To support the pastoral work of the school
- Ensure the School's Health and Safety policies and regulations are adhered to by all staff and pupils

This description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exhaustive definition. It may be subject to modification and the post holder may be required to undertake additional duties as required by the Headteacher.