



Job Title: **SENCO**

TLR payment: **1a**

Post Holder:

Responsible to: Deputy Headteacher

Responsibilities specific to the post:

- Discharge the responsibilities as outlined in the Job Description for a TLR Post – Generic responsibilities
- 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. Qualification National Award in SEN Coordination (within 3 years of taking post)
- Advantage if qualified with Level 7 qualification to do Exams Access Arrangements testing (best practice JCQ guidelines) Ensure the 2015 SEND Code of Practice is followed
- Up-to-date knowledge of statutory requirements from JCQ and of best practice in meeting needs of high incidence SEN and other SEN in school (ASC, ADHD, SpLD, HI, VI, DS)
- Undertake day-to-day co-ordination of SEN students' provisions through close liaison with staff, parents and external agencies.
- Lead and manage team of approx 15 TAs and an SEN teacher to ensure high standards in relation to outcomes and provision.
- Lead and manage the resourcing and financing of SEND to ensure effective provision and outcomes
- Use of information, data recording and reporting to inform interventions and support
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness
- Lead and manage the Admin team to ensure records are up to date and accurate.
- EHCP reviews and liaison with parents, teachers, professionals, pastoral team. Implementation of what is agreed at EHCP review, including communication with teachers.
- EAA admin process (evidence of need, assessment, documentation, AAO application, implementation, communication with students/parents/teachers, annual training in EAA for TAs, invigilators, training for students)
- Oversee SEN registers
- Oversee Student profiles
- ENF bids
- Creation of TA timetable and oversight of ongoing changes.
- Line manage Literacy Co-Ordinator who will have responsibility for Learning support lessons
- Oversight of ASDAN COPE AWARD
- Research based interventions and training. Training for staff to support teachers to be able to meet needs in the classroom



- Medical oversight - management of Student Support Base Co-ordinator
- Manage SSB
- STEPS trained – assess, plan, do review process takes place for students in SEN when required along with mapping anxiety plans
- Weekly meeting with pastoral team
- Liaison with and referrals to external agencies
- Lead, manage and develop effective links with parents based on partnership working

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Line Manager:	Signed: Date:
Post holder:	Signed: Date: