

Martock Church of England Primary School
SENCo Job Description

Developed November 2017

Post: Special Educational Needs Co-ordinator

Responsible to: the Headteacher

Job Purpose

- To co-ordinate and monitor the delivery of SEND and EAL support throughout the school.
- To manage and lead the Teaching Assistant Team.
- To support families (including those in receipt of Pupil Premium) to remove barriers for children's learning

Duties

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 agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

| Responsibility | Key jobs this responsibility entails | Accountability – how will the success of my role be measured? |
|---|--|---|
| Strategic contribution to the development of our school | <ul style="list-style-type: none">• Meeting as part of the Senior Leadership Team (SLT) fortnightly.• Sharing whole school successes and ensuring the staff are aware of them.• Being clear about areas for development and ensuring plans are in place to improve them.• Supporting other members of the SLT in their roles.• Contributing to key strategic decisions such as staff and class organisation, planning of the budget etc. | ✓ The school continues to make progress towards its vision and towards its targets. |

| Responsibility | Key jobs this responsibility entails | Accountability – how will the success of my role be measured? |
|----------------|--|--|
| SEND and EAL | <ul style="list-style-type: none"> • Monitor SEND and EAL data. • Keep abreast of current thinking and policy on SEND and EAL. • Support teachers and learning support staff in the identification of the most effective teaching approaches for pupils with SEND and EAL. • Monitor teaching and learning activities to ensure they are meeting the needs of pupils with SEND and EAL. • Maintain up to date information about children with SEND and EAL and distribute as needed and as appropriate. • Set targets for raising achievement among pupils with SEND and EAL • Undertake, collect and interpret specialist assessment data. • Set up systems for identifying, assessing and reviewing SEND and EAL. • Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND and EAL. • Initiate meetings with external professionals, parents and/or other schools as needed to raise awareness or concerns or to report on the progress of a child with SEND and EAL. • Plan provision to support SEND and EAL children. • Set up, monitor and review the impact of intervention programmes that support the needs of children with SEND and EAL. • Periodically review weekly lesson plans to ensure the needs of children with SEND and EAL are being met. • Work alongside teachers in Upper School to ensure the right access arrangements are in place for Y3, Y4 and Y5 during assessment weeks. • Work alongside Year 6 teacher to ensure the appropriate | <ul style="list-style-type: none"> ✓ All children with Special Needs and EAL have their needs met. ✓ Parents are happy that the school is meeting the child's needs and are kept informed. ✓ Paperwork regarding SEND is up to date and sent to external agencies etc. at the right time. ✓ Staff are abreast of current changes and how they affect classroom practice. |

| | <p>assessments have been made so children qualify for their KS2 SATs access arrangements.</p> <ul style="list-style-type: none"> • Audit and maintain sufficient SEND and EAL resources within the allocated budget. • Present an end of term report to Governors. | |
|-------------------------|--|--|
| Responsibility | Key jobs this responsibility entails | Accountability – how will the success of my role be measured? |
| Teaching Assistants | <ul style="list-style-type: none"> • Work with the Head to establish TA timetable – amend and review as year progresses. • Hold weekly update meetings to ensure TAs are up to date with current issues within school • Undertake TA training to raise the quality of provision for all children • Line-manage and undertake the performance management of TAs to ensure they are receiving the best quality training and support. | <ul style="list-style-type: none"> ✓ The Teaching Assistant Team will be well managed and well led. ✓ Their training will give them the skills and understanding to undertake their various roles well. ✓ Children, especially those with additional needs, will be well supported. |
| Responsibility | Key jobs this responsibility entails | Accountability – how will the success of my role be measured? |
| Children falling behind | <ul style="list-style-type: none"> • Produce termly tracking grids that identify children falling behind • Attend PPMs and assist with provision arrangements for children falling behind | <ul style="list-style-type: none"> ✓ Teachers are aware of which children are falling behind. ✓ Teachers use strategies (supported by SENCo) that enable them to help these children make better than expected progress. |

Safeguarding is everyone's responsibility.

All staff must understand the role they play in keeping children safe and ensuring their own practices are safe. Be alert. Report any concerns.

Health and Safety is everyone's responsibility.

All staff must understand the role they play in keeping children safe and ensuring their own practices are safe. Be alert. Report any concerns.

| | |
|------------------------------------|---|
| Job description prepared by | Liz Wilson-Chalon (Head) Gillian Carnall (Personnel Officer) |
| Date prepared | November 2017 |
| Signed by SENCo | |
| Date | |