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| <b>POST:</b>       | <b>SENCo</b>  |
| <b>REPORTS TO:</b> | <b>Assistant Headteacher with responsibility for SEND</b>   |
| <b>SCALE:</b>      | <b>Leadership Payscale</b>  |
| <b>KEY PURPOSE</b> | <b>To lead on Special Educational Needs (SEN) throughout the School.<br/>To assist staff in acquiring skills of good practice to identify students with SEN and to deliver the curriculum to them.<br/>To lead and manage team of Education Support Staff.<br/>To assist in the provision and co-ordination on KS3/KS4 Literacy Intervention Strategies</b> |

## RESPONSIBILITIES

This should be read alongside the range of duties as a Teacher and expectations in line with the Teachers' Standards.

### **To lead on SEN provision throughout the school**

1. Responsible for the SEN assessment of identified students.
2. Manage the annual review process for students with a statement of SEN.
3. Attend any planning meeting as required for students with SEN.
4. Assist the Senior Leadership Group with all matters relating to SEN.
5. Liaise with outside agencies (e.g. Ed Psychology, Autism Support) to ensure adherence to legislation and improve good practice for students with SEN.
6. Manage the day to day special examination requirements for SEN students, following the guidance given by the Examination Manager and Assistant Head Teacher: Inclusion.
7. Ensure the effective transfer of SEN information for Year 6 students. Plan the SEN provision for these students and assist in the formation of balanced teaching groups across the curriculum.
8. Produce reports and statistics relating to SEN students as required by Senior Leadership Group.

### **To assist staff in acquiring the skills of good practice in order to identify students with SEN and effectively deliver the curriculum to them**

1. Ensure procedures are in place and followed inform staff on a daily basis of any changes to the needs of SEN students.
2. Responsible for SEN student files, ensuring information is current and relevant and that information is shared across the school as appropriate.
3. Responsible for the production of Individual Education Plans (IEPs) for students with a statement of SEN.

**Castle Phoenix Trust, Axholme Road, Wyken, Coventry CV2 5BD**

**T:** 02476 444 822 | **E:** enquiries@castlephoenixtrust.org.uk | **W:** www.castlephoenixtrust.org.uk | Registered Number 8331385  
Incorporating: Caludon Castle School, Hill Farm Primary, Kingsbury School, Foxford School, Richard Lee Primary and Charter Academy



Chief Executive  
**Mrs M Marr**

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4. Assist/advise/lead on SEN training for whole school staff as appropriate.
5. Develop systems for staff to monitor and record progress made by students with a statement of SEN, towards the achievement of targets set in IEPs.

### **To lead and manage the team of Education Support Staff**

1. Organise and implement staff development reviews.
2. Identify the training requirements of the team and produce an annual training plan.
3. Co-ordinate training for the learning support team, ensuring quality of provision & dissemination of information and good practice.
4. With the school business manager be responsible for the recruitment of Education Support Staff.
5. Responsible for induction and probationary interviews of the team.
6. Take the lead on initial disciplinary issues, referring more complex matters to the Assistant Headteacher – Inclusion or School Business Manager
7. Deal with any inquiries relating to the team, liaising with senior management as necessary.
8. Prioritize and deploy SEN resources to meet curriculum needs and school requirements.
9. Liaise with Directors of teaching and Learning to ensure that deployment of Education Support Staff meets the needs of subject areas with regard to SEN.
10. Review the staffing levels within the Education Support Team on an annual basis, advising Assistant Headteacher of any changes that may be required within the overall school staffing structure.

### **To lead as part of the Extended Leadership Team**

1. To contribute effectively to leadership meetings.
2. Take a lead in supporting senior leaders in developing and implementing the school's vision for learning and teaching.
3. Model outstanding practice as a teacher.

### **General Duties**

1. To be responsible and accountable for carrying out the duties of the post with due regard to the City Council's equal opportunities policy, and health and safety law, and to ensure that all duties which include the processing of any personal data are undertaken in accordance with the Data Protection Act 1998.
2. To undertake any other duties and responsibilities within the range of the salary grade and nature of the post.

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