

St. Anne's RC Primary School

Job description

Job title: SENCO

Scale: MPS/UPS

Responsible to: Headteacher
Senior Leadership Team

Liaison with: All colleagues

Terms and Conditions

This appointment is with the Governors of the school under the terms of the Catholic Education Service contract signed with the Governors as employers. The Governors will appoint a person who can show by example and from experience that they support the Catholic ethos of the school. The appointment is subject to the current conditions of service for Teachers other than Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

Mission Statement

At St Anne's our mission is to:

Help all to develop a closer personal relationship with Christ;
Live by, teach and respect the values of the Catholic Church;
Promote honesty, respect, justice, tolerance, kindness and forgiveness.
Provide a welcoming, safe, loving and caring environment;
Treat everyone equally;
Celebrate cultural diversity and the uniqueness of the individual;

Teach our children to look after their world;
Encourage them to be responsible, independent, enthusiastic learners and do their best at all times;
Encourage them to develop their talents;

Offer high-quality teaching through a creative, fun, challenging and broad curriculum;
Work in partnership with families, governors, the parish and the wider community.

Purpose of the Job

To lead, manage and develop the SEND work in the school to achieve the highest possible standards for all pupils through high quality teaching and the effective use of resources including human resources.

Job Description

This Job Description should be read alongside the range of professional duties of teachers as set out in Part 7 of the Teachers' Pay and Conditions Document. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

The strategic direction and development of a Catholic school stems from the educational mission of the Church; this is reflected in the school's Mission Statement and School Development or Improvement Plan.

The SENCO assists the Headteacher and Senior Leadership Team to develop a vision and strategic view for the school in its service to the community.

Main activities and Responsibilities

1 Accountability for leading and managing pupil development across the curriculum

- To provide strategic leadership for the development and management of SEND teaching.
- To identify areas for development and improvement linked to the school improvement plan and national and local initiatives.
- To develop and monitor schemes of work for SEND and ensure successful implementation which meets curriculum requirements.
- To provide, monitor and evaluate the use of resources related to SEND within set budget.
- To have an overview of, and contribute to the planning and delivery of continuous professional development and training related to a SEND
- To monitor, assess and develop the roles of the class teachers relating to SEND.

- To develop strategies to promote new teaching methods and improve learning for SEND students and to monitor their effectiveness in raising standards of teaching and learning.
- To monitor and evaluate pupil progress amongst SEND students and set learning goals for them.
- To develop ways of working with parents of SEND students.
- To arrange and promote SEND activities within the school.
- To ensure ICT is used effectively in delivery of teaching and learning.
- To liaise with other leaders to ensure smooth transition between key phases.
- To be a member of the school's senior leadership team.
- To support decisions made by the senior and executive leadership teams and present these to staff in a positive way.

2 Impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all pupils with SEND.
- To identify clear, appropriate targets for attainment and achievement of SEND students.
- To monitor and evaluate pupil progress and achievement against targets.
- To lead evaluation strategies to contribute to overall school self-evaluation.
- To contribute to the school procedures for monitoring of teaching and learning.
- To implement school quality procedures and to ensure adherence to policy across the school.

3 Leading, developing and enhancing the teaching practice of other staff

- To ensure the establishment of common standards of practice when teaching SEND students and develop the effectiveness of teaching and learning styles.

- To plan and implement strategies to improve teaching where needs are identified.
- To support teaching and learning of SEND as necessary.
- To provide induction and support for new staff.
- To act as a role model of good practice for other teachers, modelling effective strategies with them.
- To hold staff to account, particularly in relation to standards and children's achievement.

4 *Specific Duties Relating to the Post*

- To work in partnership with all staff, parents and external agencies on SEND provision throughout the school.
- To ensure that whole school policies on SEND are regularly reviewed and updated in line with the 2015 Code of Practice.
- To ensure that Individual Education Plans (IEPs) are reviewed regularly and updated as appropriate.
- To ensure that appropriate SEND records are kept securely.
- To oversee the records of all children with SEND in line with local policy and guidelines
- To co-ordinate SEND annual reviews.
- To teach daily English and maths to a small Focus Group of mixed age children with SEND.

5 *General Leadership*

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To take responsibility for the implementation of and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To liaise with outside agencies where appropriate.

Additional Points

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher or members of the Senior Leadership Team

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required.

Notes

In order to fulfil your role, it is essential that you are fully aware of the following:

- National Curriculum
- School Policies and Guidelines
- School Mission Statement
- Staff Handbook
- DfE Teachers' Standards
- SEND Code of Practice (2015)

Signed (post holder) _____ Date _____

Signed (line manager) _____ Date _____