



Job Description

Special Educational Needs Co-ordinator (SENCo)

Line Managing (direct): Specialist Therapists/teachers and LSA team

Responsible to: Headteacher

Principal Responsibilities

The SENCO, under the direction of the Headteacher, will:

- Determine the strategic development of special educational needs (SEN) Policy and provision in the school
- Be responsible for day-to-day operation of the SEN Policy and co-ordination of specific provision to support individual students with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Lead and manage the school's Additionally Resourced Provision (ARP)
- To assess students and oversee the process of applying for examination concessions.
- Annual Reviews
- Promote an inclusive culture and one of educational excellence within and beyond the school.
- The SENCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

This job description is not a comprehensive definition of the post. It will be reviewed on a regular basis and it may be subject to modification, amendment, or rotation at any time.

Duties and Responsibilities

To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regard.

Strategic development of SEN Policy and provision

- Have a strategic overview of provision for students with SEN or a disability across the school, monitoring and reviewing the quality of provision on an ongoing basis both within and out of the ARP
- Contribute to school self-evaluation, particularly with respect to provision for students with SEN or a disability
- Ensure the SEN Policy is put into practice, and that the objectives of this Policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective

Operation of the SEN Policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching students with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet students' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority
- Analyse assessment data for students with SEN or a disability

- Leadership and oversight of intervention groups for students with SEN, and evaluate their effectiveness

Support for students with SEN or a disability

- Identify a student's SEN needs
- Co-ordinate provision that meets the student's needs, and monitor its effectiveness
- Secure relevant services for the student
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the student
- Communicate regularly with parents or carers
- Ensure that if the student transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the student
- Promote the student's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after student has SEN or a disability

Leadership and management

- Work with the Headteacher and Governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the Governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEN Policy
- Promote an ethos and culture that supports the school's SEN Policy and promotes good outcomes for students with SEN or a disability
- Lead and manage learning support assistants working with students with SEN or a disability
- Lead LSA staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis

Teaching and Learning

- To model outstanding teaching practice for SEN students
- Influence the whole Teaching and Learning Policy to promote aspects of inclusive teaching.
- Lead department INSET regularly and where appropriate
- Provide opportunities for observation of colleagues and visits to other schools in order to share best practice
- Collect and interpret specialist assessment data gathered on students to inform practice.
- Work with students, subject leaders, class teachers with tutorial/pastoral responsibilities to ensure realistic expectations of behaviour and achievement are set for SEN students
- Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum
- Oversee and monitor the quality of SSPs and maintain detailed information for subsequent meetings with parents
- Develop systems for colleagues to monitor and record progress made by students with SEN towards the achievement of targets set in SSPs
- Review SSPs and communicate new targets
- Support the Headteacher in meeting identified responsibilities for allocated SEN/ARP EHCP students
- Lead the annual review meetings for students with an EHCP
- Liaise with the Examinations Manager to ensure exam concessions are applied for and administered correctly

Qualifications Required

- Good honours degree or equivalent
- Qualified Teacher Status



- Commitment to work towards Nationally recognised SENCO qualification
- Commitment to work towards Level 7 exam access assessor
- Evidence of recent or relevant training and development and/or further study

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of the current School Teachers’ Pay and Conditions document
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) Disclosure and Barring Service
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date