

# Summerswood Primary School



## Job Description- SENCO

### Purpose of the Role

The SENCO will provide strategic leadership of all aspects of SEND across the school, ensuring high standards, ambitious expectations, and best practice for pupils with additional needs. Working closely with Senior Leaders, teachers, support staff, families, Governors, Trustees, and external professionals, the SENCO will champion inclusion and uphold the school's positive, relational ethos.

### Key Responsibilities

#### Strategic Leadership & Statutory Duties

- Lead the development, implementation, and monitoring of the school's SEND policy in line with the SEND Code of Practice.
- Ensure the school fulfils all statutory responsibilities, including accurate and timely completion of EHCP processes, annual reviews, and required documentation.
- Provide regular updates and reports to the Local Governing Board and Trustees.
- Keep up to date with national and local developments in SEND and inclusion.
- Work collaboratively with Trust Inclusion Leads and the DSPL7 network to share and embed best practice.

#### Provision & Pupil Outcomes

- Oversee the Assess–Plan–Do–Review cycle for all pupils on the SEND register.
- Ensure ambitious expectations and high-quality provision for all pupils with SEND.
- Monitor the impact of interventions and contribute to termly Pupil Progress meetings, advising on next steps.
- Support smooth transitions for pupils with SEND between key stages and settings.
- Liaise with the Office Manager to ensure accurate reporting for pupils on reduced timetables or alternative provision.

#### Support for Staff

- Advise and support teachers and teaching assistants on planning, adaptation, and implementation of interventions.
- Line manage teaching assistants providing 1:1 support for pupils with EHCPs.
- Work closely with the school's SpLD teacher and Wellbeing Mentor to strengthen inclusive practice.
- Deliver or coordinate staff training on SEND, inclusion, and relational approaches to behaviour.

#### Direct Work With Pupils & Families

- Build strong, positive relationships with parents and carers, ensuring collaborative planning and clear communication.
- Teach intervention groups where appropriate to support identified needs.

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- Demonstrate and promote relational practice and unconditional positive regard in all aspects of behaviour support.
- Liaise with external agencies to secure high-quality advice and ensure recommendations are implemented effectively.

## **School Ethos & Wider Contribution**

- Play a key role in maintaining the school's inclusive ethos, culture, and values.
- Contribute to whole-school improvement planning and safeguarding responsibilities.
- Undertake any additional tasks reasonably delegated by the Headteacher.
- Participate in annual review of the job description as part of the appraisal process.