



## **JOB DESCRIPTION - SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR**

**Job Title:** Trust SENCO – Across at least two schools  
**Hours:** Full time  
**Contract:** Permanent  
**Responsible to:** Director of Inclusion

### **Responsible for:**

The Trust SENCo, under the direction of the Director of Inclusion, will:

- Support the strategic development of special educational needs (SEN) policy and provision across both schools in the Trust, as directed.
- Be responsible for the day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability across both schools.
- Provide professional guidance to colleagues, working closely with staff, parents, and other agencies.
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Build capacity within the Trust's SEND team, working across schools as part of a highly skilled MAT-wide team, to ensure that SENCo duties are delivered consistently and effectively.

### **Duties and responsibilities:**

#### **Strategic Direction and Development of SEND Provision Across Both Schools (with the support of, and under the direction of, the Director of Inclusion)**

- Provide regular information to the Director of Inclusion on the evaluation of SEND provision in each school through verbal and written reports.
- Contribute to SEND review and self-evaluation in both schools, particularly with respect to provision for pupils with SEN or a disability.
- Ensure the SEN policy is implemented in both schools, and that objectives of the policy are reflected in action plans.
- Support with writing and reviewing each school's SEND Offer (SEN Information Report) and Accessibility Plan.
- Work with the Director of Inclusion to contribute to the professional development of staff across both schools, including whole-school INSET provision.
- Maintain an up-to-date knowledge of national and local initiatives that may affect policy and practice in both schools.



### **Operation of the SEN policy and co-ordination of provision**

- Maintain accurate SEND registers and provision maps for both schools.
- Provide guidance to colleagues in both schools to secure good teaching for pupils with SEND or a disability and advise on the graduated approach to SEN support.
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies.
- Act as a key point of contact for external agencies, particularly the local authority, for both schools.
- Analyse assessment data for pupils with SEN or a disability in each school.
- Implement and lead intervention groups for pupils with SEN in both schools and evaluate their effectiveness.

### **Support for pupils with SEN or a disability**

- Identify pupils' SEN across both schools.
- Co-ordinate provision that meets pupils' needs and monitor its effectiveness.
- Secure relevant services for pupils with SEN or a disability.
- Ensure all records are maintained and kept up to date for both schools.
- Review Education, Health and Care Plans (EHCPs) with parents/carers and pupils.
- Communicate regularly with parents or carers across both schools.
- Ensure smooth transitions if pupils transfer between schools, conveying all relevant information.
- Promote inclusion in school communities and access to curriculum, facilities, and extra-curricular activities.
- Work with the designated teacher for looked-after children where a pupil has SEN or a disability.

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.