

Job Description

Post Title:	Special Educational Needs Co-ordinator (SENCo)
All staff have a responsibility to ensure that their work and interaction with all individuals fully reflects the school's overall vision and aims.	
Purpose	<p>To be the SENCo for the Academy and provide strong and effective leadership for the continued sustained improvement of SEND provision in the school to deliver a highly effective provision for SEND pupils.</p> <p>To champion SEND pupils.</p> <p>To deliver a rigorous and positively impactful quality assurance programme regarding the work of the academy in meeting the needs of students with SEND.</p> <p>To determine, deliver and quality assure the work of colleagues within the SEND team.</p> <p>To deliver strategies that ensure an inclusive environment where all students are able to be happy and successful.</p> <p>To support teachers to develop their practice in terms of supporting students with SEND.</p>
Reporting to	Assistant Headteacher – Inclusion
Responsible for	The provision of a full learning experience and appropriate support for students
Liaising with	Working closely with the Senior Leadership Team, Assistant SENCo, LSAs and Lead LSAs, alternative provision, all teaching and non-teaching staff, pupils, parents/carers, local governing board and Trust Board.
Working Time	Full-time
Salary/Grade	MPS/UPS + TLR 2 (£8,342 per annum)

Leadership

- To deliver high outcomes and be accountable for the academic success of all SEND students within school.
- To direct all staff to ensure no pupil gets left behind, through appropriate identification, determination and delivery of strategy, support and intervention.
- To deliver the school statutory responsibilities regarding all students with a Statement of Special Educational Needs.
- Contribute to the planning and delivery of professional development for staff, including whole school INSET provision.
- Effectively co-ordinate all Annual Reviews and reviews of Individual Education Plans and/or PSPs for current and future students. Be responsible for the quality of annual reviews.
- To determine, grow, manage and evaluate successful alternative provision for students meeting their needs where mainstream schooling is no longer appropriate
- Determine and recommend the strategic development of SEN policy / provision to the headteacher and governors for their approval.
- To deliver inclusive strategies where all students feel valued and safe

- To have strategic responsibility of relevant data systems and use the information to determine and deliver appropriate whole school interventions
- To deliver effective line management of the Assistant SENCo and the LSA team

Teaching (up to a maximum of 15hrs per fortnight)

- To undertake a designated programme of teaching
- To teach learners according to their educational needs, including the setting and marking of work to be carried out by the learner in the school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of learners and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual learners and groups of learners
- To ensure that ICT, literacy, numeracy and school subject specialisms are reflected in the teaching/learning experience of learners
- To ensure a high-quality learning experience for learners which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, behaviour, standards of work and homework
- To undertake assessment of learners as requested by external examination bodies, subject and school procedures
- To mark and grade work and give written/verbal and diagnostic feedback as required

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Professional Development process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

Curriculum Development and Planning

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies.
- To contribute to the subject area's improvement plan and its implementation

Quality Assurance

- To help implement school monitoring evaluation and review procedures and to adhere to them
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Pastoral

- To promote the general progress and well-being of learners
- To liaise with pastoral staff to ensure the implementation of the school's Pastoral System
- To register learners, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of learners and keep up to date learner records as may be required

Communications

- To communicate with the parents of students and outside agencies as appropriate
- To take part in marketing and liaison activities such as Open Evenings, Parent Consultation Evenings, reviews and external liaison events

Wider Professional Responsibility

- To play a full part in the life of the school community, to support its vision and to encourage staff and students to follow this example
- To promote actively the school's agreed policies
- To continue professional development as agreed
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To undertake any other duty specified in the Teachers' Standards
- To carry out any other reasonable requests as directed by the Headteacher and Line Manager.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.