



ROXETH PRIMARY SCHOOL

SENCO - JOB DESCRIPTION

Job Title:	SENCO	Job Category:	Teaching (out of class)
Responsible to:	Head Teacher	Supervisory Responsibility:	Yes
Location:	Roxeth Primary School	Position Type:	Permanent
Grade/Salary:	MPS/UPS + TLR	Hours per Week:	27.5
Enhanced DBS and Barring List check to be undertaken	Yes	Work Pattern (this could be subject to change):	Full Time
HR Contact:	Kelly Coulson	Date Posted:	05/05/26
Will Train Applicant(s):		Closing Date:	19/05/26 12pm
External Posting URL:	External Posting URL		
Internal Posting URL:	Internal Posting URL		
Applications Accepted By:			
https://mynewterm.com/jobs/102185/EDV-2026-RPS-11679			
Job Description			
<i>Purpose of the Job</i>			
<ul style="list-style-type: none">• The current <i>School Teachers' Pay and Conditions Document</i> (STPCD) describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of a senior teacher (TLR postholder) to ensure that his/her professional duties are discharged effectively.• In addition to those professional responsibilities which are common to all classroom teachers in school, the post holder's key accountability will be to provide opportunities to lead on SEND across the school.• This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher and the Governing Body by the TLR postholder for SEND. The duties set out below relate to the overall duties and responsibilities of such a post holder.			
<p>This is a senior post within the school's staffing structure which carries with it membership of the TLR Team. The post holder is accountable to the Head Teacher.</p>			
<i>Implement a strategic view</i>			
<ul style="list-style-type: none">• Exercise a key role in assisting the Senior Leadership team and governors with the strategic			



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- Development of SEND policy / provision.
- Support all staff in understanding the needs of SEND pupils and ensure the objectives to develop SEND are reflected in the school improvement plan.
- Monitor progress of objectives and targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements.
- Analyse and interpret relevant school, local and national data and advise the Senior Leadership team on the level of resources required to maximise achievement.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Co-ordinate CPD needs and opportunities relevant to area.
- Evaluate the impact of all improvement activities on the quality of teaching and learning.
- Contribute to relevant sections of any school evaluation.
- Review, develop and implement policies and practices for learning and teaching for pupils with SEND which reflect the school's commitment to high achievement, effective learning and teaching.
- Apply for EHCPs when required and lead on the provision and Annual Review process associated with these.
- Liaise with and refer to external agencies to support our students, including organising and leading meetings where needed.

Teaching and Learning

- Support the identification of and disseminate the most effective teaching approaches for pupils with SEND.
- Ensure that all relevant staff are aware of the needs of children within their class and are able to adapt learning and environments according to these needs.
- Work with the senior leadership team and staff to develop effective ways of bridging barriers to learning through:
 - assessment of needs
 - monitoring of teaching quality and pupil achievement
 - target setting, including SEND support Plans
 - developing a recording system for progress
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies.
- Work with the head teacher, teachers, key stage co-ordinators and pastoral staff to ensure all pupils learning is of equal importance and that there are realistic expectations of pupils.
- Consider the range of teaching strategies / equipment that could be utilised for pupils at School Action Plus.
- Support staff with using Provision map for Support Planning and setting appropriate targets.
- Introduce the use of Provision Map to record and evaluate the effectiveness of interventions.

Leading and managing staff

- Provide professional guidance to staff to secure good teaching for SEND pupils, through both written guidance and meetings.
- Contribute to the performance management process for some staff and all teaching assistants.



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- Advise on and contribute to the professional development of staff, including whole school INSET provision.
- Organise and lead regular, relevant training for Teaching Assistants.
- Provide regular information to the Head Teacher and Governing Body on the evaluation of SEND provision.
- Maintain personal expertise and share this with other teachers.
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them.
- Monitor the quality of teaching and learning and share judgements with teachers and support staff as appropriate.
- Have oversight of support plans created by teachers - ensuring they are appropriate and relevant to children's needs, and reflect EHCPs or any other advice as provided by external services.
- Plan and implement strategies to improve teaching where needs are identified.
- Induct, support and monitor new teaching assistants.
- Lead professional development of staff through example and support, and co-ordinate the provision of high-quality professional development in school and elsewhere.
- Enable all teaching and support staff to achieve expertise in all aspects of teaching and learning.
- Create, update and maintain timetables for all TAs to ensure that class and intervention responsibilities are upheld.

Effective and Efficient Deployment of Resources

- Advise the senior leadership team and governing body of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency.
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies.
- Establish resource needs for teaching and learning and advise the Headteacher of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and to achieve value for money.
- Maintain existing resources and comply with current financial regulations and delegated responsibilities in the ordering of new resources.
- Ensure that there is a safe working and learning environment in which risks are properly assessed and recorded.

Other Professional Requirements

- Co-ordinate all Annual Reviews and attend / chair when necessary.
- Carry out any other responsibilities as set out in the SEND code of Practice.

Roxeth Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of all children and expects its employees to share this commitment.