

Job Description - SENCO

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| Job Title: | Special Educational Needs Co-Ordinator (SENCO) |
| Responsible to: | Principal |
| Responsible for: | Progress, attainment and welfare of all pupils on the SEND register |
| Job Purpose: | <p>The SENCO, under the direction of the Principal, will:</p> <ul style="list-style-type: none"> ➤ 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 pupils with SEN or a disability ➤ Provide professional guidance to colleagues, working closely with staff, parents and other agencies ➤ The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD ➤ While the SENCO will have responsibility for the oversight of provision for pupils with SEN or a disability, class teachers will hold responsibility for the day-to-day education and support of pupils within their classroom. |
| Salary: | Main Pay Scale/Upper Pay Scale with SEND Allowance |
| Hours: | Permanent/Full time |

Main duties and responsibilities:

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest 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 pupils 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 pupils' 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 (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the pupil

- Communicate regularly with parents/carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the pupil
- Promote the pupil'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 (LAC), where a looked-after pupil has SEN or a disability

Leadership and management

- Work with the Principal 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 SIP 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 pupils with SEN or a Disability.

Safeguarding

- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with SEN
- Remain alert to the fact that pupils with SEN may be more vulnerable to safeguarding challenges

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Provide strategic direction and development of subject teaching and ensure that there is balance, breadth, consistency, continuity and progression throughout the school
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Monitor learning and teaching and report on standards to the head teacher.

Whole-school organisation, strategy and development

- Monitor the delivery of the subject curriculum and provide appropriate support for staff when necessary. To support and advise new staff and ECTs.
- Display children's work in school and develop high quality, exciting and interactive displays that motivate children to respond and engage in their learning.
- Identify ICT resources to develop cross curricular links
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Explore and initiate opportunities to promote, enrich and extend the subject experiences of pupils in school by organising visitors, arranging visits to other venues and finding ways to further subject in school.
- Have responsibility for the organisation and audit of subject resources and in consultation with staff advise the head teacher of the resource needs for requisition purposes

Health, safety and discipline

- Promote the safety and wellbeing of pupils

- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- To keep abreast of developments and training, attend relevant subject meetings and courses and share and cascade information with teachers at staff meetings and by organising appropriate INSET.
- Take part in the school's appraisal procedures
- Develop and implement policies and practices which reflect the school's commitment to high achievement through effective learning and teaching

Communication

- Communicate effectively with pupils, parents, carers and external agencies

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

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

Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school and values of the Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The Our Lady of the Magnificat reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal or Line Manager.