

The Fallibroome Academy

Job description: Special Educational Needs Co-ordinator (SENCO - temporary)

Fallibroome Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Special Educational Needs Coordinator (SENCO)

Salary: MPS / UPS

Contract type: Full time (part-time can be considered) fixed-term until 31/12/2026

Reporting to: Deputy Headteacher

Main purpose

The SENCO, under the direction of the Headteacher, will:

- Oversight of provision for students with SEN or a disability across 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 carers, and other agencies

While the SENCO will have responsibility for the oversight of provision for pupils with SEN or disability, class teachers will hold responsibility for the day-to-day education and support of pupils within their classroom.

Duties and responsibilities

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
- Ensure records are maintained and kept up to date
- Review the education, health and care (EHC) plan with parents/carers and the pupil
- Secure our processes for SEN Support students
- Communicate regularly with parents/carers
- Manage SEN referrals for students
- Ensure that 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

- 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

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEN register (Inclusion 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 colleagues on applying differentiated strategies tailored for individual pupils with SEN
- Be aware of the provision in the local offer
- Work with other schools, educational psychologists, health and social care professionals and other external agencies
- Be a key point of contact for external agencies, particularly the local authority (Cheshire East)
- Analyse assessment data for pupils with SEN or a disability

Strategic development of SEN policy and 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
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice

Leadership and management

- Prepare and review information the governing board is required to publish
- Identify training needs for staff and how to meet these needs
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SENF policy and promotes good outcomes for pupils with 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.

Notwithstanding the routine hours, it is a requirement of this position that candidates are able to demonstrate their ability to be flexible in respect of their working pattern in order to meet the requirements of school and school commitments. This will be in consultation with the Deputy Headteacher and with sufficient notice. There is the flexibility within this role for some degree of working from home.

The individual appointed to this post must subscribe to the ethos of the Fallibroome community of schools. As well as the technical and practical skills required to carry out the work outlined in the job description, flexibility, the ability to work well under pressure and under one's own initiative with a commitment to high standards in personal work are essential for this position.

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 SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Deputy Headteacher

