

Holtsmere End Infant and Nursery School



SENCo Job description

January 2025

Holtsmere End Infant and Nursery School is an inclusive, nurturing and caring Infant school. The role of SENCo requires a compassionate and professional individual who believes passionately about the best provision for all children in our care.

<p>Purpose of the post</p> <p>In addition to those professional responsibilities which are common to all classroom teachers in the school, the post holder's key responsibilities will be to:</p> <ul style="list-style-type: none"> • ensure all pupils with SEN, children from vulnerable families, CLA registered, disabled pupils, achieve their maximum potential • raise attainment for all pupils in the above categories • fulfil all relevant duties as a SENCo including undertaking regular, relative training and attending relevant information sessions • develop and maintain an up to date provision map of support to relevant groups • to work closely with external providers to engage with hard to reach and vulnerable families develop and manage the operation of the school's SEND policy including managing the provision for SEN, and deployment of relevant staff • Liaise with parents and other professionals; forging strong relationships in relation to EHCPs and other support plans
<p>Teaching and Learning</p> <ul style="list-style-type: none"> • To monitor the quality of teaching and learning, including planning for the relevant groups of pupils and share judgements with teachers and support staff as appropriate to inform further improvements • To support all staff in understanding the needs of the above pupils and help to identify and disseminate the most effective teaching methods for those groups • To demonstrate, teach and plan alongside mainstream teaching and support staff to ensure best practice • To liaise with our SEN teacher (Blossom room) to ensure the delivery of appropriate SEN provision • To keep abreast of any new developments in the teaching and assessment of the relevant groups • To disseminate information and initiatives to all members of staff • To carry out assessments i.e. SPLD and share information and advice with class teachers
<p>Communication</p> <ul style="list-style-type: none"> • To liaise with staff to ensure that there is a consistent approach to teaching and learning for the relevant groups throughout the school. • To manage liaison with parents, carers, staff, other schools to co-ordinate their effective contribution, provide timely and maximum support and ensure continuity of provision and safeguarding. • To provide information for parents, carers (especially families new to the school) and governors so that they have an understanding of school policies and their implementation.
<p>Curriculum development</p> <ul style="list-style-type: none"> • To ensure the curriculum and resources reflect the diversity of the school community • In conjunction with the other members of the leadership team, to be responsible for identifying resource needs and their efficient/effective use. • To be responsible for managing the SEND/ Inclusion budget.
<p>Staff development</p> <ul style="list-style-type: none"> • To be performance review team leader for LSAs, SEN staff. • To identify key professional development needs, including safeguarding training, and lead staff meetings as appropriate.
<p>School Improvement</p> <ul style="list-style-type: none"> • To advise the Headteacher on the strategic direction and development of all aspects of inclusion and safeguarding and to lead development in those areas; • To contribute to the drawing up monitoring and evaluation of the school improvement plan covering SEN/Inclusion and Safeguarding practice, policies and procedures • To contribute to relevant aspects of school self-evaluation.
<p>Additional duties</p> <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its ethos and to encourage other staff and pupils to follow this example. • To continue personal professional development as agreed.

- To be aware of and comply with policies and procedures related to health, safety and security, confidentiality and data protection and reporting all concerns to an appropriate person.
- Undertake other general tasks relevant to the job, as required.

Assessment

- To ensure that appropriate attainment targets exist for individual pupils in the relevant groups.
- To make use of analysis and evaluate performance data in order to improve pupil attainment for the relevant groups.
- To ensure that the relevant pupils experience an educational programme that is personalised to their particular needs identified through a robust assessment system.