

## Job Title: SENCo



Location: St Paul's CofE VA Primary School  
Reports to: Deputy Head/ Head Teacher



School vision: To inspire a community which values everyone and their God given potential, encouraging all to flourish, achieve and believe in future possibilities.

### Walk On Water

- **INSPIRE** - To build a vibrant and inspiring learning environment which promotes curiosity, creativity and enthusiasm.
- **BELONG** - To promote a sense of community where every individual feels happy, safe, respected and valued.
- **ACHIEVE** - To strive for excellence in all areas.
- **FLOURISH** - To allow everyone to flourish and develop their God-given potential.
- **BELIEVE** - To lay a foundation of knowledge, skills and faith so that life can be approached with confidence, resilience and self-belief.

### Main purpose

The Special Educational Needs Co-ordinator will:

- Lead, manage and oversee the day-to-day operation of the schools' SEND policy
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD)
- Meet the expectations set out in the Teacher's Standards
- Fulfil duties reasonably directed by the Headteacher

*N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.*

### Key responsibilities

In addition to core teaching responsibilities set out below, you will be required to undertake the following:

- Encourage good working practices and provide leadership, direction and support to both teaching and support staff across the school
- Oversee all aspects of organisation and management in SEN provision including the preparation and chairing of meetings where needed
- Ensure the effective transition of pupils to ensure continuity and progression
- Make a significant contribution to the schools' leadership team
- Evaluate achievement, attainment and pupils' progress data and provide reports to the senior leadership team and governors as required

### **Teaching:**

- Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder
- Plan and teach well-structured lessons to assigned groups, following the school's plans and curriculum
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- Participate in arrangements for preparing pupils for examinations.

### **Whole-school organisation, strategy and development:**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the school's vision and values
- Work with others on curriculum and/ or pupil development to secure coordinated outcomes.

### **Health and Safety:**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person

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- 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.

**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.

**Management of staff and resources:**

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- Monitor quality and standards of resources delegated to them.

**Professional development:**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and overall performance
- Where appropriate, take part in the appraisal and professional development of others.

**Communication:**

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.
- Liaise with external agencies in order to ensure the best outcomes for pupils.

**Physical Effort**

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

**Working Environment**

- Exposure to emotionally demanding situations is infrequent.

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_