



JOB DESCRIPTION:

POST: Special Educational Needs Co-ordinator (SENCO)

RESPONSIBLE TO: Headteacher

SALARY LEVEL: MPS/UPS plus SEN allowance

CORE PURPOSE:

Strategic development of the school's Special Educational Needs (SEN) provision and oversight of the day-to-day operation of that policy with the aim of raising SEN pupil achievement.

JOB DESCRIPTION:

The duties outlined in this job description are in addition to those covered by the school's teacher job description. The job description will be reviewed regularly to reflect or anticipate changes on the job, commensurate with the salary and areas of responsibility.

Areas of responsibility and key tasks:

- Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN.
- Ensure that the school carries out its statutory responsibilities regarding all students with a Statement of Special Educational Needs.
- Support all staff in understanding the needs of SEN pupils.
- Support departmental developments of SEN provision.
- Monitor progress towards targets for pupils with SEN.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision. Teaching and Learning
- Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEN.
- Work with staff to develop effective ways of bridging barriers to learning through: - assessment of needs - monitoring of teaching quality and pupil achievement - target setting – Barrier Maps, or Provision Maps, PLT's - keeping accurate records.
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.
- Have strategic oversight of the schools Early Years SEND provision, Forest Room
- Work with the Headteacher and Senior Leadership team as well as pastoral staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.
- Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings; advise on and contribute to the professional development of staff, including whole school INSET provision; provide regular information to the Headteacher and LAB on the evaluation of SEN provision.



Effective deployment of staff and resources

- Advise the Headteacher of priorities for 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 SEN policies; work with external agencies to maximise resources made available.

Other professional requirements

- Co-ordinate all Annual EHCP Reviews and/or PLTs where appropriate and attend / chair when necessary.
- Attend Annual Reviews for pupils with EHCP's to help facilitate continuity and progression through the development of a transition programme.
- Provide additional transition support for Year 6 SEND students to support their transition
- Exercise a key role in assisting the Headteacher and LAB with the strategic development of SEN policy / provision.