



## **Hartsfield JMI School**

### **Special Educational Needs Coordinator (SENCO)**

#### **Line of responsibility:**

The SENCO will be directly responsible to the Headteacher.

#### **Duties and Responsibilities**

##### **Strategic development of SEN policy and provision.**

- Have a strategic overview of the provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision.
- Contribute to the SEN Policy and ensure it is put into practice and objectives are reflected in the school improvement plan (SIP)
- Manage the SEND benchmarking tool kit and share information annually with DSPL1
- Support class teachers who have responsibility for the day-to-day education and support of pupils within their classroom.
- Keep up to date with National and local initiatives that may affect school's policy and practice.
- Evaluate whether funding is being used effectively and suggest changes to make use of funding more effective
- Keep the Headteacher and SLT fully informed and updated on referrals, EHCPs and SEND issues
- Be the school's mental health lead
- Be a Deputy Designated Safeguarding Lead (DDSL)
- Be the designated teacher responsible for Looked after Children (LAC) and responsible for EPEPs.

##### **Operation of SEN Policy and co-ordination of provision**

- Identify a pupil's SEN and barriers to learning and inclusion in school life
- Coordinate provision that meets the needs of the pupils and monitor its effectiveness
- Maintain an accurate SEND database and provision information through Edukey and Arbor
- Provide guidance and support to colleagues on teaching pupils with SEN or disability and advise on the graduated approach and support plans
- Be aware of the provision of the local offer
- Work with early years providers and other schools to support successful transitions
- Secure relevant services for pupils and work with outside agencies and professions
- Monitor progress and attainment for pupils with SEN
- Implement interventions for pupils with SEN and evaluate their effectiveness.
- Review education health care plans (EHCPs) with parents/carers and outside professionals and write educational advice on behalf of the school for the EHC needs assessment process
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

##### **Leadership and Management**

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and oversee the school's access plan and linked access arrangements.
- Prepare and share information with the Governing body in relation to SEN and mental health provision
- Contribute to the school's SEF and SIP and whole-school Policy

- Identify training needs for staff and how they can be met
- Lead INSET for staff
- Promote the ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability

### **Safeguarding**

- Be one of the DDSLs for the school
- Liaise and collaborate with the designated safeguarding lead (DSL) and other DDSLs on matters of safeguarding
- Remain alert to the fact that pupils with SEN may be more vulnerable to safeguarding challenges
- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this job description 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 headteacher.