



SENCO JOB DESCRIPTION

PURPOSE OF THE JOB

To raise educational achievement by leading and coordinating provision for pupils with special educational needs

1. DUTIES AND RESPONSIBILITIES

As a SENCO, you will be an experienced teacher with a passion for supporting pupils with special educational needs. You will use your experience and skills to manage provision in school and to provide support to teaching staff. Your responsibilities will include designing and delivering interventions with students in the classroom and implementing the school strategy.

Strategic Role

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

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and coordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

Core Tasks

Strategic development of SEND policy and provision:

- Have a strategic overview of provision for pupils with SEND or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND or a disability
- Make sure the SEND policy is put into practice and its objectives are reflected in the school development plan (SDP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

Operation of the SEND policy and coordination of provision:

- Maintain an accurate SEND register and provision map
Provide guidance to teaching staff in the identification of the most effective teaching approaches for students with SEND or a disability, and advise on the graduated approach to SEND support
- Advise on the use of the school's budget and other resources to meet students' needs effectively, including staff deployment
- Work with other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for students with SEN or a disability and monitor student progress and standard of achievement
- Oversee the implementation of intervention groups for pupils with SEN, and evaluate their effectiveness

Support for students with SEND or a disability:

- Identify a student's SEND
- Coordinate provision that meets the student's needs, and monitor its effectiveness
- Secure relevant services for the student
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the student
- Communicate regularly with parents or carers
- Ensure if the student transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the student
- Promote the student's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

General:

- Work with the Headteacher and Governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school development plan and whole school policy
- Identify training needs for staff and how to meet these needs
- Lead CPD for staff on matters relating to SEND
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for students with SEND or a disability
- Contribute to staff development and appraisals
- Develop and oversee the implementation of the school's SEND strategy and policy
- Carry out assessments of pupils with SEND to identify needs and monitor progress - including observations in the classroom and meeting with teachers and parents
- Work with classroom teachers, the school leadership team, parents and relevant external agencies to develop, implement and monitor individual support/learning plans
- Make referrals and liaise with professionals outside of the school - this could include psychologists, health and social care providers, speech and language therapists and occupational therapists
- Provide advice, guidance and training to classroom teachers on supporting pupils with SEND
- Work with class teachers to identify and action intervention where needed.
- Support class teachers and teaching assistants to implement intervention and identify impact
- Manage and advise on the school budget and resources for SEND provision
- Develop and maintain systems for keeping pupil records, ensuring information is accurate and up to date
- Analyse school, local and national data and develop appropriate strategies and interventions
- Support teaching staff in improving pupil progress and attainment
- Keep up to date with national and local policies related to SEND and cascade information to colleagues.