



Job Description SENCo

Responsible to: Assistant Headteacher

Responsible for: All members of staff who work in the SEN department

Job Purpose:

- To lead, manage, develop and maintain a high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all students
- To model effective teaching, to coach and train colleagues in effective SEND strategies
- To keep all aspects of paperwork including records and policies, up-to-date and actioned as appropriate
- To provide emotional and social well-being support to all students and support personal development
- To be accountable for promoting and safeguarding students' welfare and personal development as part of a departmental and school approach

Strategic direction and development of SEND provision in the school:

- Contribute to a positive ethos in which all students have access to a broad, balanced and relevant curriculum
- Support all staff in understanding the needs of SEND students
- Devise and promote plans to ensure the needs of students with SEND are met and that they are reflected in the school improvement plan
- Regularly monitor progress against targets for students with SEND, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
- Analyse and interpret relevant school, local and national information relating to students with SEND and advise SLT on the level of resources required to maximise achievement
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for students with SEND
- Develop partnerships with parents and carers to ensure that their views are considered and acted upon appropriately
- Ensure that students with SEND are enabled to share their views and that these are acted upon appropriately

Teaching and Learning:

- Support the identification of students with SEND needs
- Identify the most effective teaching strategies for students with SEND needs to ensure they can progress with their learning
- Maintain up to date knowledge of the department area including statutory requirements
- Collect and interpret specialist assessment data on SEND to inform practice.
- Provide enrichment activities including nurture classes, visits and external speakers
- Monitor the use of resources and teaching activities used within the department and throughout the school
- To write and regularly review the Department Improvement Plan with respect to the School Improvement Plan
- Contribute to the School Improvement Plan with regards to development of learning and teaching on a whole school level in conjunction with the leadership team.

Students Outcomes/Performance:

- Writing of Annual Reviews and Individual Education Plans (or equivalent)
- Monitoring and analysis of student performance within all curriculum areas
- Target critical students and identify suitable intervention strategies
- Development of alternative courses
- Ensure the emotional and social well-being and personal development of all students within and beyond the school
- Liaising with Heads of Year and subject teachers to monitor student progress
- To prepare and provide regular progress presentations for the Senior Leadership Team, Governors and Parents as appropriate including exclusion meetings

Parental/Carer Engagement:

- To ensure parents/carers are informed of student progress via face-to-face meetings, phone calls, letter and emails
- Work with parents and families who have a child with SEND by offering support and guidance
- Leading subject aspects of parent consultations, information evenings and other school events

Staff Development:

- Achieve constructive working relationships and establish opportunities for teachers to review the needs, progress and targets of students with SEND
- Provide regular information to Senior Leadership Team (SLT) and Governors on the effectiveness of SEND provision and outcomes
- Advise and contribute to all aspects of SEND training to ensure the professional development of staff
- Support the development and implementation of the vision and strategic direction of the school which reflects its educational and moral aspirations and values
- To support, monitor and motivate team members
- To conduct Performance Management of staff and identify training needs
- Work with the Senior Leadership Team to ensure effective selection of new staff
- Advising the Headteacher on threshold, UPS progression, references and promotions
- Plan for and lead on appropriate INSET

Safeguarding:

- Be aware of the responsibility for safeguarding children and to help lead the application of the Safeguarding Policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons
- To support safeguarding issues relating to SEND students and ensure that the Designated Safeguarding Lead is informed of concerns
- To lead on the monitoring of SEND student progress, safety and support for students on the safeguarding register
- To lead on the provision to guidance of SEND students on safeguarding and safe practices
- To liaise with outside agencies as appropriate, including playing a lead role in CP and CIN meetings

Resources and Finances:

- Identify appropriate resources to promote and support the achievements of SEND students and ensure they are used efficiently, effectively and safely
- Oversee and monitor appropriate budget allocations in liaison with the Assistant Headteacher and School Business Manager
- To ensure the environment within all rooms and corridors associated with the department area are conducive to learning and ensure displays are maintained

- Supervise the completion of risk assessments and arrangements for appropriate inspection of equipment

Personal Responsibilities:

- To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy.
- To attend Governors meetings as and when required

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher