

St Peter's Church of England Primary School

Job Description



Job title: SENCo

Purpose: Whole-school teaching and learning responsibility in the area of SEN Inclusion.

Responsible to: The Headteacher

Professional duties and responsibilities

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It will be reviewed in the context of the School Development Plan and Performance Management cycle.

Teaching and learning

1. Identify and adopt the most effective teaching approaches for SEN pupils.
2. Monitor teaching and learning activities to meet the needs of SEN pupils.
3. Liaise with other schools to ensure continuity of support and learning when transferring SEN pupils.
4. Promote Inclusion best practice and contribute to the aims and ethos of the school.

Recording and assessment

1. Set targets for raising achievement among SEN pupils and other groups as appropriate.
2. Collect and interpret specialist assessment and performance data and share with other staff and Governors as appropriate.
3. Set up systems for identifying SEN, and assessing and reviewing SEN provision. This includes creating and monitoring EHC plans, provision maps with class teachers and learning support assistants.
4. Update the head teacher and governing body on the effectiveness of provision for SEN children.
5. Keep parents informed about their child's progress through individual meetings and at parents' evenings.
6. As necessary, prepare applications for EHC plans; co-ordinate and attend annual reviews.
7. Assist Assessment Leader in making applications for additional support, time and/or specific papers for end of Key Stage assessments.
8. Maintain SEN register.
9. Evaluate the effectiveness of provision.

Leadership

1. Ensure all members of staff are able to recognise and fulfil their statutory responsibilities to SEN pupils
2. Provide training opportunities for teaching assistants and teachers to learn about Inclusion, including whole-school Inset.
3. Disseminate good practice in Inclusion across the school.
4. Identify resources needed to meet the needs of SEN pupils and manage the SEN budget.
5. Work with the Headteacher and Governors on the strategic development of SEN & Inclusion, including reviewing and formulating appropriate policies.
6. To be responsible for the supervision and organisation of teaching assistants.
7. Support pupil progress meetings, recording agreed provision within provision maps.

8. To work with the Headteacher and other key staff on developing the effectiveness of transition arrangements in school and between schools.
9. Liaise with the Educational Psychology service and other specialist and support agencies.
10. To keep abreast of developments in SEN (e.g. research, changes to the law) and inform staff and Governors as necessary.
11. To attend appropriate training, CPD and conferences and provide feedback to colleagues.
12. Lead CPD on inclusion matters as needed across the school.
13. Liaise with key stage leaders and all teachers in the successful deployment of teaching assistants within key stages and year groups.
16. Undertake SEN self evaluation, contributing to the school SEF and improvement plan and planning for continuous improvement in inclusion practice
17. Model good practice in teaching pupils with SEN including those with severe complex needs.
18. Develop links with governors, the LA, external agencies and neighbouring schools.

Other and responsibilities

1. To willingly undertake any reasonable task requested by the Headteacher from time to time.
2. To support staff in the planning and delivery of highly effective interventions across the school.
3. To undertake specific interventions to progress the development of targeted individuals and groups.

The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

Signed_____ Date_____