

ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL

Diocese of Portsmouth

County of Hampshire

Executive Headteacher: Mrs Paula J Dix
B.Ed (Hons) M.A., N.P.Q.H

Head of School: Mr Peter Lynch
BSc (Hons)

Tel: 01252 548123

Fax: 01252 511816



Tile Barn Close
Cove
Farnborough
Hampshire
GU14 8LS

www.st-bernadettes.hants.sch.uk

Job Description - SENCO

As a SENCO, you'll be an experienced teacher with a passion for supporting pupils with special educational needs. Working closely with staff, parents and other appropriate professionals, the main purpose of the role is to apply your leadership skills to guide other teachers with delivering a provision to raise education achievements for special educational needs (SEN) pupils.

Your responsibilities will include devising the school strategy to help ensure that every child who is classified as SEN is supported to help them reach their full educational potential. You may also have teaching responsibilities and will be required to design and deliver interventions within and outside the classroom. You may have the opportunity to work either within one school or across multiple schools.

Responsibilities

As a SENCO, you'll need to:

- be aware of different learning difficulties and disabilities which are classified as SEN, and providing equity to each child depending on their own individual needs
- develop and oversee the implementation of the school's SEN strategy and policy
- carry out four-part cycle assessments of pupils with SEN 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
- build rapport with the pupils to set personalised education, health and care (EHC) plans, which include social and academic targets
- provide termly updates on pupil progress through written reports and visual evidence (videos)
- chair annual reviews to provide relevant agencies with updates on the pupils' progression towards targets
- develop learning resources to help with pupils' development, including sensory and visual to improve fine motor skills
- support teachers to develop and implement effective teaching and behaviour management approaches in the classroom
- make referrals and liaise with professionals outside of the school within local authorities and health care services, including psychologists, speech and language therapists and occupational therapists
- provide advice and training to classroom teachers on supporting pupils with SEN and offer further guidance if needed
- manage and advise on the school budget and resources for SEN 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.
- keep up to date with national and local policies including the code of practice related to SEN and cascade information to colleagues.
- be the designated teacher for looked after and post looked after children