

**Sheet Primary School**

**SENCO**

**JOB DESCRIPTION**

**Post:** SENCO

**Pay Scale:** MPR/UPS

**Responsible to:** Headteacher

**Job purpose:** To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for all children including those with Special Educational Needs and as detailed below.

**Note:** In the context of this Job Description, children with Special Educational needs are deemed to include:

* Children on the School’s Special Educational Needs Register;
* Children identified as being able learners
* Children identified as having EAL
* Children with identified specific learning difficulties;
* Children with identified behavioural problems;
* ‘Looked After’ children and those subject to Child Protection procedures;
* Children eligible for free school meals;
* Children belonging to ethnic minorities;
* Children of Romany, Gipsy or Traveller families;
* Children who the Headteacher considers have previously received, for any reason, an inadequate or compromised education.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

**Main Duties**

1. Those duties listed in the current Teachers' Pay and Conditions document.

2. Support the vision, ethos and policies of the School which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all children irrespective of background, ethnicity, gender or disability;

3. Help lead and manage the creation and implementation of the school strategic plan which identifies priorities and targets for ensuring children achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement and to take responsibility for appropriately delegated aspects of it;

4. Undertake some teaching commitment if needed and provide an outstanding professional model as a classroom practitioner;

5. Raise standards of individual pupil achievement and ensure that good attainment is maintained by providing a model of high quality teaching;

6. Ensure the effective and proficient use of pupil data from a variety of sources, both internal and external, in the process of target setting;

7. Be a strong advocate for change and champion school improvement.

8. Convey a positive “can do” attitude, motivate and inspire staff and present a ‘united front’ to secure successful outcomes of school initiatives

9. Establish good relationships, encourage good working practices and support and lead teachers and others on the staff team with a focus on inclusion.

10. To be responsible for provision for children with Special Educational Needs and have a working knowledge of the 2014 SEN Code of Practice.

11. To co-ordinate and monitor provision for Children in Need, including those looked after or subject to child protection procedures;

12. Support the evaluation of the effectiveness of the School's policies and developments and analyse their impact on children who have special educational needs;

13. Set targets for raising achievement among children with special educational needs;

14. Set up systems for identifying, assessing and reviewing special educational needs and maintain an up to date provision map;

15. Update the Headteacher and governing body on the effectiveness of provision for children with special educational needs;

16. Ensure that parents are well informed about the curriculum, targets, individual children' progress and achievement;

17. Identify, adopt and monitor the most effective teaching approaches for those children with special educational needs, including intervention programmes where necessary;

18. Liaise with other schools to ensure continuity of support and learning when transferring children with special educational needs.

19. Ensure all members of staff recognise and fulfil their statutory responsibilities to children with special educational needs;

20. Provide training opportunities for learning support assistants and other teachers to learn about special educational needs;

21. Disseminate good practice in special educational needs across the school;

22. Identify resources needed to meet the needs of children with special educational needs and advise the Headteacher of priorities for expenditure.

23. To lead on provision for EAL learners in the school.

24. To use ICT effectively with confidence in teaching and learning and as a tool for data management

35. To undertake any professional duties, this may be delegated from time to time by the Headteacher.