



Shine as Lights in the World
Philippians 2.15

Job title:

Special Educational Needs Co-ordinator (SENCo)/Inclusion

Salary:

MPS-UPS plus SEN 1 allowance

Job purpose:

To manage the day to day operation of the school's SEND policy;

Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation. Expectations regarding working standards will be conducive to those set out in the National Professional Standards for Teachers.

Objectives (as SENCo):

To play a leading role in raising the standard of achievement of pupils with special educational needs.

To increase staff confidence and competence in teaching pupils with special educational needs.

To ensure pupil entitlement to the National Curriculum.

Principal responsibility areas (as SENCO): (key areas of work)

- A Co-ordinate provision for pupils with special educational needs and maintain and oversee appropriate record keeping systems.
- B Support and monitor the identification and assessment of pupils with special educational needs.
- C Support and develop colleagues in relation to SEND through advice, guidance and organisation of in-service training.
- D Monitor and evaluate the effectiveness of SEND provision.
- E Secure, allocate and monitor a resource budget to ensure curriculum access for pupils with special educational needs.
- F Liaise with parents, pupils and manage outside agencies including volunteers.

Key tasks from Principal responsibility areas (above):

- Support teaching staff to manage Pupil Profiles and reviews for pupils receiving support at school for SEND.
- Manage Pupil Profiles/Education Health Care Plans and reviews for statemented pupils.
- Co-ordinate and timetable the work of teaching assistants where appropriate.
- Maintain and distribute the SEND register to keep everyone informed.
- Where appropriate directly support children in class to supplement quality first teaching and carry out observations on children with SEND to enable you to offer support to teaching staff.
- Work alongside teachers to identify pupils who may have special educational needs.
- Administer and interpret a range of assessments to produce a detailed provision map to measure impact and produce a report for the governors' CPP sub-committee annually.
- Conduct annual TA skills audit and arrange an appropriate programme of staff development activities.
- Plan and deliver INSET for all staff in relation to overcoming barriers to learning, and statutory responsibilities.
- Work alongside colleagues to develop appropriate schemes of work and individualised programmes for pupils with SEND.
- Undertake professional development activities to increase own effectiveness.

- Hold regular meetings with the SEND governor to keep them up to date with developments within School and nationally.
- Advise on setting targets for improvement for cohorts of pupils with SEND.
- Purchase, establish and maintain appropriate teaching and learning resources.
- Analyse allocation of SEND budget and suggest areas for development.
- Liaise with parents of pupils with SEND; plan and facilitate a SEND curriculum evening for parents and governors.
- Collaborate with outside agencies to raise the achievements of pupils with special educational needs.
- Liaise with other SENCOs and schools to facilitate joint projects and the maximisation of expertise and equipment.
- To support vulnerable children with SEND and attend Team Around the Child/Family meetings and EHA meetings where necessary.

The emphasis on these key tasks may vary from year to year.

General Responsibilities:

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.