



Abbots Ann Church of England Primary School

Celebrating achievement, building the future in God's love with **curiosity** in our minds,
compassion in our hearts and **courage** in our actions

Duck Street, Abbots Ann, Andover, Hampshire, SP11 7FE

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Headteacher: Mrs K Roach BA (Hons)

JOB DESCRIPTION: SENCo

Date: January 2026

Post Held: SENCo

Salary Scale: Main Pay Range or Upper Pay Range

Responsible to: The Headteacher

In accordance with the School Teachers' Pay and Conditions of Employment:

- Promote Inclusion best practice and contribute to the aims and ethos of the school and when possible, attendance at school events.
- Collect and interpret specialist assessment and performance data and share with other staff and Governors as appropriate.
- To ensure the day-to-day responsibility for the operation of SEND policy and coordination of specific provision made to support individual pupils with SEND, including those who have EHC plans.
- To ensure the school keeps the SEND records up to date.
- To provide professional guidance to colleagues and parents
- To work closely with the local authority and other agencies to help support pupils in the best possible way.
- To be aware of the provision in the Local Offer and being able to work with professionals providing a support role to families to ensure that pupils with SEND receive appropriate support and high- quality teaching.
- To liaise with the relevant Designated Teacher where a looked after pupil has SEND.
- To lead and advise on the graduated approach to providing SEND support across the school and update report annually.
- To liaise with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.

- To liaise with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned and carried out.
- To advise teachers on how pupils might meet planned learning objectives.
- To manage and monitor pupils' access to intervention programmes.
- To co-ordinate provision for pupils with special needs across the school including evaluation and effectiveness.
- To oversee the records kept by class teachers on all pupils including children with special educational need
- To make applications for additional support, time and/or specific papers for end of Key Stage assessments.
- To work as part of the team to keep parents informed about their child's progress through individual meetings and at parents' evenings.

Leadership

- To ensure all members of staff understand, recognise and fulfil their statutory responsibilities to SEND pupils
- To provide training opportunities for learning support assistants and teachers to learn about Inclusion, including whole school Inset.
- To disseminate good practice in Inclusion across the school.
- To identify resources needed to meet the needs of SEND pupils
- To work with the Headteacher and Governors on the strategic development of SEN & Inclusion, including reviewing and formulating appropriate policies.
- To be responsible for the supervision and organisation of learning support assistants, including their performance management.
- To support pupil progress meetings, recording agreed provision within provision maps.
- To be involved in the appointment of Teaching Assistants.
- To liaise with Educational Psychology service and other specialist and support agencies
- To keep abreast of developments in SEND (e.g. research, changes to the law) and inform staff and Governors as necessary
- To attend appropriate training, CPD and conferences and provide feedback to colleagues.
- To lead CPD on inclusion matters as needed across the school.
- To model good practice with pupils with SEND including those with complex needs.