



## **SENCo**

### **1. Purpose of Job**

To carry out the duties of a school teacher as set out in the current Schoolteachers' Pay and Conditions regulations and any particular duties as the Headteacher may reasonable direct from time to time. The postholder does not have class responsibility but is required to teach pupils across the school as necessary. To act as the lead member of staff on all matters concerning special educational needs and disabilities (SEND) and to manage the provision of teaching and learning resources for those children with SEND within the school, including human resources that have been allocated to support those children.

#### **a. Principal accountabilities**

- To co-ordinate the development and implementation of the SEN policy
- To work alongside colleagues to identify children who may have SEND, and then identify the specific barriers to learning that these children may have and the support they need to overcome such barriers
- To ensure that the school's provision meets the needs of pupils with SEND and that pupils with SEND maintain rates of progress, commensurate with their abilities.
- To manage the provision of both human resources and physical resources for children with SEND
- To administer a range of assessment tests or train an identified teaching assistant to do so; collect and interpret specialist data on pupils and use it to inform practice
- Analyse and interpret relevant school, local and national information relating to pupils with SEN and advise the head teacher on the level of resources required to maximise achievement
- Ensure that pupils with SEND are enabled to share their views and that these are acted upon appropriately
- To liaise with outside agencies when appropriate and to organise and coordinate input where and when a child is assessed as needing input from such providers.
- To ensure that good lines of communication are maintained between the school and parents with SEND so that parents are aware of children's needs and abilities and contribute to the provision that the school is putting in place to meet those needs.
- To ensure that accurate and clear records are kept, detailing progress and attainment of children identified with SEND.
- To manage and be accountable for the budget for SEND.
- To act as Looked After Children coordinator for the school.
- To liaise with other schools to ensure continuity of support and learning at transition points

#### **b. Teaching and Learning**

- Support the identification of, and disseminate the most effective teaching approaches for pupils with SEN.



- Collect and interpret specialist assessment data on SEN to inform practice.
- Work with pupils and class teacher to ensure realistic and challenging expectations of pupils with SEN.
- Monitor and support teaching activities and writing of provision plans.
- Identify appropriate resources to promote and support the achievements of SEN children and ensure they are used efficiently, effectively and safely.
- To provide individual or group teaching to pupils with a range of cognitive and learning difficulties as necessary

#### **Leading and managing Staff:**

- To ensure all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEN
- To establish regular opportunities to meet with staff to review the needs, progress and targets of pupils with SEND
- Achieve positive working relationships and support all staff to review the needs, progress and targets of pupils with SEN
- Act as a role model for staff, displaying exemplary professional conduct and a positive attitude
- Provide regular information to the Headteacher and governors on the effectiveness of SEN provision and outcomes
- Advise and contribute to all aspects of SEN training to ensure the professional development of staff
- Develop effective systems for the writing of effective Provision Maps and Profiles of Need across the school.
- Support staff in structuring learning programmes to meet the educational requirements of pupils with SEN.

#### **Parents, the community and extended schools**

- Work with parents and families who have a child with SEND, offering support and guidance
- Play a full part in the wider life of the school community

#### **Managing own performance and development**

- Take responsibility for own professional development.
- Participate in the school's appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- Keep abreast of educational research and developments in the area of SEN and make available new publications and materials for staff use and discussion

Name of SENCo :

Signed :

Date :