



## **JOB DESCRIPTION**

<b>Job Title:</b>	SENCO
<b>School / Department:</b>	Valley Park School
<b>Base:</b>	Valley Park School
<b>Reports to:</b>	Head of SEN & Disability Department
<b>Accountable to:</b>	Head of SEN & Disability Department

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### **1. Employment Duties:**

As set out in the current School Contract having due regard to all Trust policies.

This school and all its personnel are committed to safeguarding and promoting the welfare of children and young persons.

### **2. Particular Responsibilities:**

- To take responsibility for the identification and monitoring/ review/ evaluation of the SEN needs within a specific year group/ year groups
- To regularly review the identification and placement of students with SEN on the year group SEN Register.
- To ensure that appropriate information regarding the students' SEN and support strategies are shared with all staff.
- To set up, review and evaluate Provision Maps.
- To meet with parents and the student to set up, review and evaluate SEN Support plans and Provision Plans.
- To prepare Annual Review documentation and lead the Annual Review of EHCPs with students, their parents and involved professionals.
- To liaise as needed with outside professionals working with students with SEN.
- To contribute to planning for the delivery of evidence-based and effective SEN strategies and support to meet the needs of students with SEN.
- To provide outstanding teaching to students with SEN and provide support and modelling to colleagues to contribute to the development of high quality inclusive teaching approaches across the school.
- To undertake additional assessments of specific learning needs.

#### **a. Data Protection**

- Work within the requirements of Data Protection at all times



**b. Safeguarding**

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**c. Equality and Diversity**

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

**3. Statement**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed:..... Date:.....