

Job description

Leadership

- Responsible to the Headteacher
- Be a member of the senior leadership team, contributing to meetings from a SENCO and teacher perspective.
- Contribute to the School Strategic Plan, with priorities for SEN, provide an annual review of the SEN Policy, and write an SEN Annual Report for governors.
- Lead the strategic development of the school's Special Educational Needs provision including EAL.
- Ensure that the school carries out its statutory responsibilities regarding all students with a Statement of Special Educational Needs.
- Keep abreast of developments in SEND (e.g., research, changes to the law) and inform the Head and staff when relevant.
- Ensure the day-to-day operation of the school's SEN policy, co-ordinating provision for children with special educational needs.
- Monitor progress towards targets for pupils with SEN keeping accurate records and interpret assessment data to inform practice.
- Liaise with external agencies to co-ordinate their contribution and ensure continuity of provision. Attend meetings as required.
- Link with SENCOs at other schools in the Malling Partnership to share good practice.
- With the Head teacher, lead the recruitment and induction of teaching assistants. Line manage some TAs and complete their annual appraisals.
- Work with the headteacher to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Keep the SEND register updated.

Teaching and Learning

- To provide and lead intervention programmes for identified children where appropriate. Monitor the impact of SEND interventions and address any areas of concern in a timely manner.
- Identify the individual learning needs of pupils and disseminate the most effective teaching approaches for individual pupils with SEN to staff.
- Model excellent practice to support teachers and children in the classroom.
- Be proactive in finding appropriate training, CPD and provide feedback to colleagues.

Supporting parents

To create and maintain positive relationships with all parents but in particular, parents of children with SEN, organising regular meetings and being reassuring but realistic in approach.

Supporting staff

- Lead regular meetings for teaching assistants in relevant teaching strategies.
- Assist staff in writing and updating Personal Plans and Provision Maps in preparation for termly pupil progress meetings with the Head and each class teacher.

Supporting the school

- Attend some school events
- Undertake such other duties that may be required from time to time as reasonably determined by the Headteacher.
- The job specification is regularly reviewed at appraisal meetings and may be amended at any time in consultation with you.