



St Martin's
School



SENCO Job Description

The SENCO is based at one school but maybe required to work across the Academy.

General Description

The SENCO will demonstrate a commitment to the aims, vision and values of the school.

The SENCO is responsible for supporting the Headteacher in ensuring high quality provision for all pupils, including those with SEND. They provide the day-to-day direction and leadership that represents a consistent and effective model of integrity, excellence, collaboration and accountability.

The SENCO will work alongside the school and trust's leadership team to provide strategic leadership and hold overall accountability for direction, standards achieved and quality. In carrying out their duties, the SENCO will consult and liaise with and work in partnership with the Headteacher and the Executive Headteacher.

The role of the SENCO in our schools will be to:

- To undertake the duties and adhere to statutory compliance of SENCO as detailed in the SEND Code of Practice 2014.
- Identify children with special educational needs and to provide the best education possible by working alongside class teachers to ensure that the needs of all pupils with SEN are met and that they are supported to make good progress.
- To lead the teaching assistants and offer support, training and advice, enabling them to offer high quality provision to pupils with a high level of need obtain additional support, as appropriate.
- Liaise with outside agencies to help identify needs and to action provision as identified.
- Keep detailed records to support the process of statutory assessment and apply as required.
- To support staff through CPD and training opportunities.

(Appendix A expands upon these core principles)

Signed _____ (SENCO) Date _____

Signed _____ (Executive Headteacher) Date _____

Appendix A (SENCO Responsibilities)

SEND Code Of Practice (2014)

- Be knowledgeable in the SEND Code of Practice (2014)
- Be statutory compliant ensuring that time frames, parental engagement, rights to appeal, applications, schedules etc are all consistently applied in a timely and manageable way. Seeking advice as required.
- Involve parents and children in all parts of SEND Procedures
- Prepare and be integral to the LIFT procedures
- Prepare and apply for statutory assessments.
- Prepare and apply for High Needs Funding.

Identification of SEND

- Be knowledgeable about the types of needs and how they present.
- Support teachers and teaching assistant in the writing of IPPs and Provision Maps
- Undertake observations and assessments to support pupils.
- Work with pupils as required to ensure best possible outcomes.

Working with outside agencies

- Seek professional advice when required
- Ensure Professional's advice is adhered to and followed allowing pupils to make expected progress
- Analyse data to support planning for SEN pupils

Keep detailed records

- Adhere to the retention schedule for record keeping
- Be aware of the GDPR and ensure compliance
- Ensure all records are maintained in a sequential and manageable system.

CPD Training

- Keep up-to-date on current legislation and initiatives
- Identify training required for own CPD needs and that of teachers and teaching assistants in school.