**SENCO Job Description**

**Date:** September 2023

**Post:** Special Education Needs/Disabilities Co-ordinator

**Salary Range:** MPS/Upper Pay Scale

**Responsible to:** Headteacher

**Responsible for:** Class based support staff

**The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document.**

1. **Main Purpose of Job**

The SENCO takes responsibility for the day-to-day operation of provision made by the school for pupils with SEN and provides professional guidance in the area of SEN in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement for all pupils.

**In the context of this Job Description, pupils with special educational needs are deemed to include:**

* Pupils on the School’s Special Educational Needs Register
* Pupils with identified specific learning difficulties
* Pupils with identified behavioural needs.
* ‘Looked After’ Children (LAC)
* Pupils whose first language is other than English (EAL)
* Pupils eligible or formerly eligible for free school meals (Pupil Premium)
* Pupils belonging to ethnic minorities
* Pupils of Romany, Gypsy or Traveller families (GRT)
* Pupils who the SLT considers have previously received, for any reason, an inadequate or compromised education
* Pupils who have been identified as under-achieving where “closing the gap” is necessary
* Pupils who for any other reason are identified as vulnerable

1. **Key Accountabilities**

**A. Strategic direction and development of SEN provision in the school**

* Contribute effectively to the development of a positive ethos which encompasses all students within the school.
* Exercise a key role in assisting the Senior Leadership Team and Governors with the strategic development of SEND provision
* Support all staff in understanding the needs of SEND pupils and ensure the objectives to develop SEND are reflected in the school development plan
* Monitor progress of objectives and targets for pupils with SEND from teachers' plans and provision maps, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
* Analyse and interpret relevant national, local and school data plus research and inspection evidence to inform the SEN policy, practices, expectations, targets and teaching methods.
* Active involvement in the pupil progress meetings. Support with the analysis of assessment data related to progress for all vulnerable groups. Offer suggestions and advice for accelerated progress for the identified pupils
* Maintain up to date knowledge on best practice in supporting SEN students, including the SEN Code of Practice, legislation changes and Equal Opportunities legislation.
* Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
* Be responsible for overseeing High Needs Funding applications and apply for appropriate funding streams
* Co-ordinate all Annual/In-School Reviews and attend/chair when necessary and be responsible for statutory EHCP paperwork
* Engagement with the LIFT process, making referrals to Health and Educational external agencies to access appropriate support e.g. Community Paediatrician, Speech and Language, etc.

**B. Teaching and learning**

* Support the identification of and disseminate the most effective teaching approaches for pupils with SEND
* Monitor teaching and learning activities to ensure they meet the needs of students with SEN
* Consider the range of teaching strategies/equipment that could be utilised for SEND pupils. Model effective interventions and strategies as needed
* Identify and develop teaching skills that will support students to learn independently
* Work with staff to develop effective ways of bridging barriers to learning through:
  + - assessment of needs
  + - monitoring of teaching quality and pupil achievement
  + - monitoring effectiveness and impact of support staff
  + - target setting, including the production of individual plans and supporting teachers with the production of provision maps
  + - maintaining a recording system for progress
* Ensure realistic expectations of behaviour and achievements are set for students with SEN
* Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies
* Maintain communication between schools to ensure continuity of support and learning when transferring students with SEN
* Ensure pupils with SEND have access to a broad and balanced curriculum

**c) Leading and Managing**

* Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEN
* Provide professional guidance to staff to secure good teaching for SEND, through both written guidance, training and meetings
* Line manage teaching assistants through rigorous performance management
* Advise on and contribute to the professional development of staff, including whole school INSET provision
* Provide regular information to the Head Teacher and governing body on the evaluation of SEND provision.

**D. Efficient and effective deployment of staff and resources**

* Advise the Senior Leadership Team and governing body on priorities for expenditure and deployment of staff, and to utilise resources with maximum efficiency
* Organise and co-ordinate the deployment of learning resources and monitor their effectiveness
* Explore opportunities to develop or incorporate new resources to support the SEN provision

Any other duties within the capacity of the post holder as may be reasonably requested from the head teacher from time to time.

**e) Other Professional Requirements**

* Designated Safeguarding Lead responsible for promoting and safeguarding (including Online Safety) the welfare of pupils
* Lead on behaviour management and be instrumental in ensuring the school’s behaviour policy is kept up to date and upheld by all stakeholders
* Track pupil attendance and report termly to the Senior Leadership Team and Governors
* Some teaching responsibility and subject leadership

**Exercise of general professional duties:**

A teacher shall carry out the professional duties of a teacher as circumstances may require and in accordance with any directions which may reasonably be given by the Headteacher from time to time. You are to carry out the duties of a school teacher as set out in the TDA Professional Standards for Teachers and in light of the most recent School Teachers’ Pay and Conditions document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Head of School.

This job description may be reviewed and/or amended at any time in light of the needs of the school and professional development of staff. Before any changes happen you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.