



Boughton Monchelsea Primary School SENCO Job Description



Job Purpose

- To play a key role within the School to ensure that all pupils with additional needs make accelerated progress in their learning and achieve to the very best of their ability
- To play a key role in promoting the School's aims and ethos.
- To manage the SEN support staff team as line manager, including arranging CPD opportunities and co-ordinating and delegating tasks and support.

JOB CONTEXT

This job description recognises the requirements of the current Pay and Conditions Document and DFE conditions of employment. It reflects the vision, strategic plan and policies of this school.

At Boughton Monchelsea we follow the statutory requirements and guidance of the School Teachers' Pay and Conditions Document (STPCD 2015) and use the School Pay Policy in order to ensure that classroom teachers are only asked to complete appropriate additional work beyond their classroom teaching and to link pay progression to performance. The expectation is that teaching will be at least good; this means that all teachers are expected to be meeting the Teachers' Standards, (Appendix 1) to a good level as appropriate to the stage of their career development. Appendix 2 provides outline guidance as to how judgments against the teaching standards will be reached within performance management according to the stage of career.

Duties

Teaching and Learning

- Identify and adopt the most effective teaching approaches for pupils with SEN
- Evaluate teaching and learning activities to ensure they meet the needs of pupils with SEN
- Where necessary/possible, actively teach learning intervention and support groups in order to accelerate their progress
- Have regard to individual needs of pupils with Special Educational Needs and support their learning by using a wide range of teaching strategies, planning and providing support for their full participation in all activities.
- Liaise with pre-school settings to ensure the identification/ continuity of support and learning of pupils with SEN on entry to school
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEN

Recording and Assessment

- Keep the Special Needs Register up to date
- Undertake the provision mapping of TA to ensure all children's support needs are met
- Set targets for raising achievement among pupils with additional learning needs and SEN
- Interpret assessment data, feeding specifically into termly Pupil Progress Review
- Meet with class teachers and TAs and formulate plans to address any issues and needs as appropriate.
- Maintain and further develop existing systems for identifying, assessing and reviewing SEN
- Update the Senior Team and governing body on the effectiveness of provision for pupils with additional learning needs and SEN

Leadership

- Ensure all members of staff recognise and fulfill their statutory responsibilities to pupils with SEND
- Disseminate outstanding practice in SEN across the school
- Identify resources needed to meet the needs of pupils with SEN and advise the SLT of priorities for expenditure
- Assist in the effective organisation and deployment of teaching assistants and other resources linked to Special Educational Needs.

Other Duties and Responsibilities

- Prepare and submit funding applications
- Lead IEP and annual review meetings, writing up annual reviews of statements.
- Assist class teachers in writing Individual Educational Plans (at least twice yearly for each child)
- Coordinate provision by calling meetings as necessary
- Meet parents who have concerns about their child/ren.
- Advise the Teaching Assistants in techniques and materials which enable them to implement Individual Educational Plans and manage the targets set in them.
- Monitor the resources devoted to special educational needs and make cases for funding where necessary.
- Ensure that when a pupil leaves the school all their records are passed on to the next school that they attend.

PROFESSIONAL DEVELOPMENT

- Take part in appraisals and annual professional review meetings.
- Keep up to date with current thinking, regulations and practice and further develop skills by attending courses, workshops and meetings.

Under STPCD 2015 all teachers (other than Headteachers) may be required to undertake the following duties;

Teaching

- Plan and teach lessons and sequences of lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure coordinated outcomes.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. However, teachers should be required to provide cover only rarely, and only in circumstances that are not foreseeable (this does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover).

Health, safety and discipline

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

Management of staff and resources

- Direct and supervise support staff assigned to them and where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

Professional development

- Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Upper Pay Range teachers

Teachers on the Upper Pay Range are expected to demonstrate that they are 'highly competent in all elements of the teaching standards' and that their 'achievements and contribution to the school have been substantial and sustained' in accordance with the school's Pay Policy.

In addition, teachers on the Upper Pay Range are expected to;

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice