

Job description: Special Educational Needs Co-Ordinator (SENCO)

Little Acorns is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Special educational needs co-ordinator (SENCO)

Salary: £49,781 – £54,939

Hours: 8:00 – 16:00

Contract type: full-time, permanent

Reporting to: Deputy Headteacher and Headteacher

Responsible for: Class Teachers and Line Management of Learning Support Assistants

Main purpose

The SENCO, under the direction of the headteacher, will:

- Form part of the Senior management Team (SMT), ensuring that pupil needs are met through allocation of staff, approaching Local Authorities for additional support or funding as required
- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Support the leadership team to make informed decisions on consultations for placements to Little Acorns, based on paperwork and visits to prospective pupils
- The SENCO will be expected to fulfil the responsibilities of a teacher, for no more than two days a week.

While the SENCO will have responsibility for the oversight of provision for pupils with SEN or a disability, class teachers will hold responsibility for the day-to-day education and support of pupils within their classroom.

Duties and responsibilities

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school development plan (SDP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early-year providers, other schools, educational psychologists, health and social care professionals and other external agencies
- Be a key point of contact for external agencies, especially the local authorities (LA) from which our cohort derives
- Support the Quality of Education Lead to analyse assessment data for pupils
- Implement and oversee intervention groups for pupils, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Identify a pupil's SEN, in addition to any already specified on the EHCP.
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Communicate regularly with parents/carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children (LAC), where a looked-after pupil has SEN or a disability

Leadership and management

- Work with the headteacher and Advisory Board to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the headteacher is required to publish
- Contribute to the SDP and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff, through a range of class debriefs, focused meetings and arranging guest speakers
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage Learning Support Assistants (LSAs) working with pupils
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis

Safeguarding

- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with SEN
- Remain alert to the fact that pupils with SEN may be more vulnerable to safeguarding challenges

Other areas of responsibility

The SENCO will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the senior leadership team.

Person specification

CRITERIA	QUALITIES	ESSENTIAL / DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> ➤ Qualified teacher status ➤ National Award for SEN Co-ordination ➤ Degree 	<ul style="list-style-type: none"> ➤ E ➤ E ➤ E
Experience	<ul style="list-style-type: none"> ➤ Teaching experience ➤ Experience of working at a whole-school level ➤ Involvement in self-evaluation and development planning ➤ Experience of conducting training/leading INSET ➤ Clear understanding of supporting children with a range of Adverse Childhood Experiences 	<ul style="list-style-type: none"> ➤ E ➤ D ➤ D ➤ D ➤ E
Skills and knowledge	<ul style="list-style-type: none"> ➤ Sound knowledge of the SEND Code of Practice ➤ Understanding of the Independent School Standards ➤ Understanding of what makes ‘quality first’ teaching, and of effective intervention strategies ➤ Ability to plan and evaluate interventions ➤ Data analysis skills and the ability to use data to inform provision planning ➤ Effective communication and interpersonal skills ➤ Ability to build effective working relationships ➤ Ability to influence and negotiate ➤ Good record-keeping skills 	<ul style="list-style-type: none"> ➤ E ➤ D ➤ E
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school ➤ Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality 	<ul style="list-style-type: none"> ➤ E ➤ E ➤ E ➤ E ➤ E

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above, but are interested in applying, contact the Headteacher, Graham Richards.

Last review date: April 2025

Next review date: April 2026

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____