**St. George’s (VC) CEP School, Wrotham**

**Job Description for Maternity Cover SENCo**

**Title:** SENCo (Special Educational Needs Coordinator)

**Grade:** MPS/UPS + 1 SEN Point (depending on experience)

**Hours:** 0.6 FTE- with flexibility available over days

**Responsible to:** Headteacher

**Staff supervised:** Teaching Assistants

**Core purpose:**

The SENCo will work alongside the Senior Leadership Team to provide professional leadership for the school in order to improve its success and ensure the highest quality of education for all its pupils, especially those with special educational needs (SEND), Children in Care (CIC) and those who are more-able in specific areas (G&T).

The SENCo will support the Head of School to ensure that all staff recognise the importance of planning lessons and preparing resources in ways which will encourage the active participation, progress and achievement of all pupils within our inclusive school.

The SENCo will also undertake any other duties consistent with this role as reasonably directed by the Head of School.

**Strategic Direction and Development:**

The SENCo will co-ordinate, with the support of the Head of School and governors and within the context of the school’s aims and policies, the development and implementation of SEND, CIC and G&T in order to raise achievement and improve the quality of the education provided.

Key tasks will include the following:

* Ongoing development of SEND and CIC provision;
* Support staff in meeting the needs of SEND and CIC;
* Ensure the objectives to develop SEND and CIC are reflected in school development plans;
* Control and monitor the application of SEND budget, ensuring best value and monitoring the impact of spending;
* Control and monitor the use of the Pupil Premium Funding
* Monitor progress of SEND and CIC pupils;
* Keep systematic records of progress and provision for all pupils identified within vulnerable groups;
* Evaluate effectiveness of teaching and learning and raise the quality of inclusive teaching;
* Make referrals to other professionals/ agencies as appropriate;
* Analyse and interpret relevant school, local and national data;
* Report to Governing Body on the provision and progress of SEND and CIC pupils;
* Liaise with staff, parents, external agencies and other schools to
* co-ordinate support for SEND and CIC pupils;
* Up to date knowledge of National and local initiatives which may impact upon policy and practice
* Attend and contribute to Pupil Progress Meetings.

**Leading and Managing Staff:**

The SENCo will support staff who are involved in working with pupils with SEND and CIC by ensuring all those involved have the information necessary and develop the strategies required to secure improvements in teaching and learning and sustain staff motivation.

Key tasks will include:

* Ensuring all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND and ensure that pupils with EAL, CIC and G&T are supported effectively.
* Leading groups and supporting colleagues in professional development activities linked to SEND and evaluating the impact of these on learning
* Undertaking DSL responsibilities.
* Disseminating good practice in SEND and CIC provision across the school
* Providing regular information to the Head of School and governing body on the evaluation and impact of SEND and CIC provision, with reference to the school’s own data management systems.
* Support with the line management the Teaching Assistants and other support staff who work with individual pupils with SEND. This shall include undertaking appraisal duties along with providing recommendations for pay increments.

**Teaching and Learning:**

* Organise, monitor and evaluate the range of intervention strategies employed throughout the school, ensuring that resources are targeted correctly towards those pupils requiring additional support, thus ensuring best value is achieved.
* Support class teachers to assess and identify the needs of any pupils with barriers to learning or who are at risk of underachieving.
* Support teachers in the implementation and review of provision maps.
* Be instrumental in devising manageable curriculum planning systems to incorporate individual and group needs.
* Promote and support the development of effective classroom practice through outstanding modelling, especially in the area of SEND.
* Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND or CiC.
* Liaise with other professionals, such as Educational Psychologists, to ensure appropriate identification and support for all pupils with SEND and CiC.
* Prepare and present required paperwork for referrals to outside agencies.
* Meet statutory responsibilities for EHCPs and Reviews
* Lead the Annual Review Meetings for pupils with EHCP

**Behaviour and Safety:**

• Work with all members of the school community to implement and further develop the school’s behaviour policy in order to achieve a positive, calm and industrious ethos throughout the school based on respect and responsibility.

• Reinforce effective systems of pastoral care and guidance to support the spiritual, moral, social and cultural development of all pupils.

**Ethos and Culture**

To provide leadership in promoting an ethos and culture that is in line with achieving the aims of the school

Support and contribute towards developing the values of the school

**Parents:**

• Ensure close parental involvement with the school, dealing sensitively with people to resolve any concerns.

• Liaise with parents, including the holding of reviews for pupils with Education Health Care Plans, to ensure their views are understood and that home and school work together to address pupils’ needs.

**Equality:**

• Ensure the entitlement of all pupils to an appropriate broad and balanced curriculum.

• With the Head of School, ensure the school’s equality policy is followed.

• Develop an inclusive school, which reflects the school’s ethos.

**DBS (CRB):**

The nature of the work requires that the post-holder has undergone checks by the DBS for enhanced Disclosure.

**Equal Opportunities:**

The post holder has a responsibility to understand and abide by the obligations laid down in the school’s equal opportunities policies.

**Health and Safety:**

The post holder has a responsibility for his/her own health and safety, and that of others who may be affected by their acts or omissions. Managers are responsible for implementing the school’s Health and Safety policy.

Undertake such other duties that may be required from time to time at the request of the Senior Leadership Team

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (SENCO)

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher)

Dated:

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time, in consultation with the SENCO.