

**Job Description for Maternity Cover SENCo**

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

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

**Hours:** 0.4 FTE- with flexibility available over days

**Responsible to:** Headteacher

**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).

The SENCo will support the school leadership 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 Headteacher.

**Strategic Direction and Development:**

* The SENCO has an important role to play with the headteacher and governing body, in determining the strategic development of SEN policy and provision in the school.
* The SENCO has day-to-day responsibility for the operation of SEN policy and coordination of specific provision made to support individual pupils with SEN, including those who have EHC plans.
* The SENCO provides professional guidance to colleagues and will work closely with staff, parents and other agencies. The SENCO should be aware of the provision in the Local Offer and be able to work with professionals providing a support role to families to ensure that pupils with SEN receive appropriate support and high quality teaching.

**Key Responsibilities of the SENCO:**

* overseeing the day-to-day operation of the school’s SEN policy
* co-ordinating provision for children with SEN
* liaising with the relevant Designated Teacher where a looked after pupil has SEN
* advising on the graduated approach to providing SEN support
* advising on the deployment of the school’s delegated budget and other resources to meet pupils’ needs effectively
* liaising with parents of pupils with SEN
* liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
* being a key point of contact with external agencies, especially the local authority and its support services
* liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
* working with the headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
* ensuring that the school keeps the records of all pupils with SEN up to date

**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.