



SENCO – Job Description

Reports to: Headteacher

Salary: MPS SEN Allowance

The Role

To manage the provision for pupils identified as having Special Educational Needs and Disability (SEND); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils. Work with senior leaders at Ellington Infant School.

Responsibilities:

- Co-ordinate provision for pupils with SEND.
- To manage the implementation of an inclusive curriculum.
- To lead the provision for SEND across the school through overseeing and managing the day to day operation of the school's SEND policy.
- Line manage SEND support staff.
- To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely
- To develop curriculum resources to ensure that pupils identified as having SEND have the required levels of support
- Ensure that pupils' needs are identified at an early stage, are being met and are monitored and reviewed
- Work to develop and implement intervention groups and support.
- To monitor the progress of students with SEND.
- To ensure the provision of SEND supports pupils needs, including the allocation of support time and the writing of EHCP, personalised provision plans, high needs funding applications and provision mapping.
- Ensure that Education Health Care Plans are met appropriately
- Ensure that Health Care plans are in place for children with medical needs and are reviewed regularly, in line with the Supporting Children with Medical Conditions Policy.
- Ensure that parents are full partners in the processes and support for pupils with SEN
- Be well-informed about SEN issues and matters at a local, county, national and international level
- To identify children who require High Needs Funding in order to make progress and to ensure funds are acquired for this purpose.
- To develop appropriate outcomes for children in receipt of High Needs funding and ensure appropriate resources are allocated.
- To evaluate the effectiveness of how High Needs Funding is being used to ensure accountability.
- Advise all staff on the graduated approach to providing support for pupils with SEND.
- Support, develop and challenge information and development necessary to sustain motivation and secure improvement in learning.
- To offer and advice and support to teaching and support staff in providing a quality first teach approach.
- To develop, monitor and implement the schools behaviour policy

- Liaise with relevant outside agencies to ensure that individual pupil SEND are met effectively and that the requirements of EHCP's and high needs funding are met fully.
- Liaise with the designated teacher where a looked after pupil has SEND.
- To liaise with and inform parents/carers about the specifics of the SEND provision for their child.
- To assist in termly pupil progress meetings.
- Ensuring that accurate and detailed records are kept of meetings and discussions with staff, pupils, parents and outside agencies.
- Ensure that staff are kept informed of pupil's SEND and advise on areas to develop and support.
- To be a key point of contact for parents of pupils with SEND, external agencies, including the local authority and its support services
- To co-ordinate and lead SEND meetings, communicate information to staff and co-ordinate resulting action.
- Ensure pupil transition to junior schools are smooth and planned.
- Work with the Headteacher and the Governors to ensure that the school meets its responsibilities under the equality Act (2010) and the SEND code of practice (2014)
- Ensure the school keeps the records of all pupils with SEND up to date.
- Ensure SEND needs are met appropriately through the deployment of the school's delegated budget and other resources to meet SEND pupils needs effectively.
- Take an active role in the senior leadership team taking part in meetings and other roles under the direction of the Headteacher or the Assistant Head in her absence.
- To maintain the SEN register.
- To act as consultant to the Headteacher, teaching staff and governors in matters to do with SEN
- To contribute to and access support from Local Inclusion Form Team meetings.
- To support TA professional development
- To monitor the effectiveness of TA provision in the school and report on impact to the SLT
- To contribute to the School Improvement Plan on SEN
- To take an active role in the Thanet SENCO Forum
- To maintain own professional development on development with SEN

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed : Date:

Employee - SENCO

Signed : Date:

Headteacher