

SENCo Job Description

Post: Special Educational Needs Co-ordinator
Salary Range: Main Pay Scale plus SEN point for relevant experience or UPS

Responsible to: Senior Leadership Team

All teachers are required to carry out the duties of a school teacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers' performance will be assessed against the **TDA Professional Standards for Teachers** as part of the appraisal process as relevant to their role in the school.

Main accountability:

To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective SEN leadership and inclusion for all pupils including those with additional educational needs.

In the context of this Job Description, pupils with additional educational needs are deemed to include:

- Pupils on the School's Special Educational Needs Register
- Pupils with identified specific learning difficulties
- Pupils with identified behavioural problems
- 'Looked After' pupils
- Pupils in receipt of Pupil Premium funding
- Pupils whose first language is other than English
- Pupils eligible or formerly eligible for free school meals
- Pupils belonging to ethnic minorities
- Pupils of Romany, Gypsy or Traveller families
- Pupils who the Senior Leadership Team (SLT) considers have previously received, for any reason, an inadequate or compromised education
- Pupils who have been identified as under-achieving where "diminishing the difference" is necessary
- Pupils who for any other reason are identified as vulnerable

Professional Duties:

The duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document. It may be modified by the SLT, after discussion with you, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Strategic direction and development:

- Support the vision, ethos and policies of the School which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all pupils irrespective of background, ethnicity, gender or disability
- Help lead and manage the creation and implementation of the school strategic plan which identifies priorities and targets for ensuring pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement and to take responsibility for appropriately delegated aspects of it
- Support the evaluation of the effectiveness of the School's policies and developments and analyse their impact on pupils who have additional educational needs
- Ensure the effective and proficient use of pupil data from a variety of sources, both internal and external, in the process of target setting
- Raise standards of individual pupil achievement and ensure that good progress is maintained by providing a model of high quality teaching
- Ensure that parents are well informed about the curriculum, targets, individual pupils' progress and achievement
- Develop and maintain good relationships with parents, outside agencies and the local community.

Teaching and Learning:

- Be responsible for overseeing all aspects of AEN across the whole school to ensure the new Code of Practice is fully implemented.
- Identify, adopt and model the most effective teaching approaches for those pupils with additional educational needs
- Monitor teaching and learning activities to meet the needs of pupils with additional educational needs.
- Identify and teach skills that will develop pupils' ability to work independently
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with special educational needs

Recording and Assessment:

- Manage the Assessment cycle throughout the year for those with AEN, ensuring timely data entry across the school, data analysis and feedback to SLT about progress and attainment of cohort, classes, groups
- Analyse AEN data for trends and feed these back to SLT.
- Set targets for raising achievement among pupils with additional educational needs

- Collect and interpret specialist assessment data
- Set up systems for identifying, assessing and reviewing additional educational needs
- Update the SLT and governing body on the effectiveness of provision for pupils with additional educational needs
- Develop understanding of learning needs and the importance of raising achievement among pupils
- Attend consultation evenings and keep parents informed about their child's progress.

Leadership:

- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with additional educational needs
- Provide training opportunities for support staff and other teachers to learn about additional educational needs and how best to support our children.
- Disseminate good practice in additional educational needs across the School
- Identify resources needed to meet the needs of pupils with additional educational needs and advise the SLT of priorities for expenditure
- Meet and report to the governing body, ensuring they are well informed of the progress of pupils in relation to those with additional needs.

Administration:

- Completing plans in line with school policy as well as long and medium term plans
- Write, monitor and evaluate an annual improvement plan for AEN.
- Completing any relevant documents for transfer or special needs purposes and annual reports
- Register attendance of pupils in line with school procedures
- Involvement in parents' evenings
- Write EHCP and HNF applications, collating reports from outside agencies.
- Refer to LIFT, following discussions with class teachers and/or SLT.

Exercise of general professional duties:

A teacher shall carry out the professional duties of a teacher as circumstances may require and in accordance with any directions which may reasonably be given to him by the Headteacher from time to time

You are to carry out the duties of a school teacher as set out in the TDA Professional Standards for Teachers and in light of the most recent School Teachers' Pay and Conditions document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.

The above job description was agreed on (date) and must be read in conjunction to the Teacher's Standards.

This job description may be reviewed and/or amended at any time in light of the needs of the school and professional development of staff. Before any changes happen you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.

The school and its staff is committed to safeguarding and promoting the well-being of children and young people.