SPELDHURST SCHOOLJob Description – SENCO

Role: SENCO/Intervention Lead 0.6 FTE

Salary Range Main/Upper Pay Scale plus SEN allowance

Responsible to: Headteacher

PurposeTo work closely with the Head Teacher and school leadership team in the strategic development of the School's Special Educational Needs (SEN) policy and to oversee the day-to-day operation of that policy with the aim of raising SEND achievement and promoting inclusion.

Particular Duties:

* SENCO
* Senior Management Team
* Designated Safeguarding Lead
* Looked-after children
* High Needs Funding
* EHCPs
* Pupil Premium
* Support staff appraisal

Leadership• To advise staff on matters relating to the SEN Code of Practice.  
• To ensure the day-to-day operation of the school's SEN policy.  
• To co-ordinate, provision for children with special educational needs.  
• To attend appropriate training for one’s own professional development.  
• To liaise with external agencies including the Educational Psychology and Behavioural Support Service, Early Help and other support agencies including medical and social services and voluntary bodies.  
• To consider areas for future improvement of SEND provision and to draw up priorities for the School Improvement Plan.  
• Alongside the Headteacher, lead the recruitment, induction and retention of TAs.  
• To complete annual performance management for all TAs.  
• To attend LIFT Meetings to access support from the Specialist Teaching Service.  
• Liaise with SEN Governor termly and report to the governing body when appropriate.  
• Complete annual review of the SEN Policy and write SEN Annual Report  
• To attend Senior Management Team meetings.

Management• To maintain the school's SEN register and oversee the records on all pupils with SEND.  
• To maintain and create each child’s SEN provision.  
• To organise appropriate training for all teachers and TAs.  
• To attend annual reviews.

• To be responsible for the line management of all TAs on a day-to-day basis.  
• To induct new TAs.  
• Lead TA training to ensure sharing of good practice.  
• To lead and coordinate effective deployment of the school councillor, play therapist and Pastoral Lead and attend Needs meetings  
• To communicate relevant information to TAs (e.g. fortnightly meeting, INSET, training  
opportunities) and facilitate good communication between TAs and teaching staff on matters  
relating to SEN.

Teaching and Learning• To support staff in the delivery of Quality First Teaching to ensure all vulnerable pupils are giving  
excellent opportunities to make progress in all areas.  
• To provide and lead intervention programmes for identified children where appropriate.  
• To ensure Provision Maps for every class are prepared and evaluated.  
• Attend and provide support Pupil Progress Reviews.  
  
Safeguarding• To be a Designated Safeguarding Lead alongside the Headteacher and Assistant Headteacher.  
• Maintain a Vulnerable Children register.

Supporting Parents• To create and maintain positive relationships with all parents but in particular parents of children with SEND.  
• To support parents in applying for an EHCP where appropriate.  
  
Assessment• To analyse the pupil progress data for SEN and Pupil Premium children to monitor progress.  
• To use pupil progress data as part of the process to evaluate the effectiveness of Quality First  
Teaching and any interventions for SEN and Pupil Premium children.  
• Evaluate intervention programmes including the best use of resources and funding for SEN pupils.  
• To help teachers in identifying the children requiring access arrangements for assessments  
including SATs and Kent Test and submit applications and supporting evidence to the relevant  
bodies.

Higher Needs Funding Applications• To identify children requiring high needs funding support and submit an application for funding annually  
• To update individual provision plans every three months, consulting with parents, with class teachers and with the child’s TAs to support High Needs Funding application and monitor impact of support provided.

The duties in this job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher and following consultation with you.