**FEDERATION OF**

**BODSHAM CHURCH OF ENGLAND PRIMARY SCHOOL**

**AND**

**SALTWOOD CHURCH OF ENGLAND PRIMARY SCHOOL**

**JOB DESCRIPTION**

**POST:** SENCO

**GRADE:** UPS1 + SEN

**RESPONSIBLE TO:** Headteacher

**Responsibilities**

* For SEN & D coordination across the school; supporting class teachers and teaching assistants with intervention programmes; provide appropriate staff training to keep staff informed and upskilled in the provision for SEN & D pupils; to report SEN & D pupil progress to the Headteacher and Governors.
* To ensure that the school is adhering to and delivering the responsibilities and duties if the current Code of Practice.
* To ensure that pupils with SEN & D are correctly identified and make relevant progress as a result of the additional and extra provision.
* To lead, manage, develop, deliver and maintain high quality SEN & D provision which enables quality teaching and excellent learning outcomes and success for all pupils.
* To keep all aspects of paperwork, records and policies up to date and actioned as required by the Headteacher and Governors.

**Accountabilities**  
Direction and development of SEN & D provision in the school, with the support of and working with the Headteacher to:

* Contribute to the positive ethos in which all pupils have access to a broad, balanced and relevant curriculum
* Support staff in understanding the needs of SEN & D pupils through class reviews and inset
* Devise and promote plans to ensure the needs of SEN & D pupils are met and that they are reflected in the school development plan
* Monitor progress of SEN & D children against their targets
* Advise Headteacher on the level of support and resources required to maximise pupil achievement
* Complete annual SEN report for Governors and website publication
* Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEN&D – including the application for an EHCP or HNF as required
* Develop partnership with parents and pupils with SEN&D to ensure that their views are considered and acted upon as is reasonable
* Apply for and monitor any additional funding that is received to the school for pupils with SEN&D
* Attend and participate in staff meetings
* Attend and participate in Senior Leadership Team meetings
* Manage own professional development in line with the school’s values and ethos

**Teaching and Learning**

* Support the identification of and disseminate the most effective teaching approaches for pupils with SEN&D
* Collect and interpret specialist assessment data on SEN&D to inform practice
* Work with SEN & D pupils, class teachers and teaching assistants to appropriately support expectations
* Audit resources
* Monitor impact of provision for pupils with SEN&D

**Leading and Managing Staff**

* Take responsibility for the management and appraisal of Teaching Assistants
* Collaborate with other staff to review the needs of pupils with SEN&D
* Report to the Headteacher and other member of SLT and the Governing Body on the effectiveness of SEN&D
* Advise and contribute to the staff development of SEN & D
* Monitor the effectiveness of Teaching Assistants and ensure they receive ongoing professional development according to the needs of the children they support

**Parents and the community**

* Participate in the life of the school community
* Support parents and families who have a child with SEN&D, offering support and guidance
* Encourage parents to support the school

**Additional Responsibilities and General Requirements**

* Undertake any professional duties commensurate with the grade of the post, reasonably delegated by the Headteacher
* Show commitment to the school, its values and ethos and equal opportunities for all in the school community, strongly opposing any form of discrimination.