

SENCo Job Description

Date: September 2021
Post: Special Educational Needs Co-ordinator (Senior Leadership Post)
Salary Range: Main Pay Scale / Upper Pay Scale

Responsible to: Head of School
Responsible for: Class based support staff

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 special educational needs.

In the context of this Job Description, pupils with special 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' Children (LAC)
- Pupils whose first language is other than English (EAL)
- Pupils eligible or formerly eligible for free school meals (Pupil Premium)
- Pupils belonging to ethnic minorities
- Pupils of Romany, Gypsy or Traveller families (GRT)
- Pupils who the 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
- Liaise with link Governors as part of the monitoring process
- Support the evaluation of the effectiveness of the School's policies and developments and analyse their impact on pupils who have special educational needs
- Prepare and publish the annual SEN information report on the school website
- 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:

- Identify and adopt the most effective teaching approaches for those pupils with special educational needs that enable pupils to work independently
- Monitor the quality of teaching and learning
- Ensure that provision meets the needs of all pupils and supports the planning of appropriate intervention programmes.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with special educational needs

Recording and Assessment:

- Support the implementation of the Assessment cycle throughout the year
- Analyse SEN data for trends and feed these back to SLT/GB with actions
- Set targets for raising attainment and progress among pupils with special educational needs
- Collect and interpret specialist assessment data
- Set up systems for identifying, assessing and reviewing special educational needs
- Update the other SLT members and governing body on the effectiveness of provision for pupils with special educational needs
- Develop understanding of learning needs and the importance of raising achievement among pupils
- Keep parents informed about their child's progress in addition to offering the opportunity to meet with you 3 times per year

Leadership:

- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with special educational needs
- Provide training opportunities for support staff and teachers to develop their knowledge about special educational needs
- Disseminate good practice in special educational needs across the school
- Identify resources needed to meet the needs of pupils with special educational needs and advise the head teacher of priorities for expenditure
- Be responsible for the management of class based support staff including appraisal
- Hold the role of a Deputy of Designated Safeguarding Lead (DSL)
- To deputise in the absence of the Assistant Head of School, Head of School and/or Executive Headteacher
- To organise and attend termly update meetings with other SLT members

Administration:

- To fully utilise CPOMS as a recording tool for all pupils with SEN
- Completing any relevant documents for transfer or special needs purposes including annual reports
- To draft and have agreed applications for additional funding and/or EHCPs.
- To write reports as required e.g. for Governors
- To review the SEN register on at least a termly basis
- To ensure that all meetings / visits / appointments regarding SEN are listed on the school calendar (Google)
- To respond to communication promptly including any from parents

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 by the Head of School 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 Head of School.

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.