**Kent County Council**

**Job Title: The SEN co-ordinator (SENCO)** **Directorate:** Children, Families & Education

**Reports to:** Headteacher/Assistant Headteachers

**Job Holder’s Name:** **Location:** Singlewell School

**Main Purpose**

The SENCO, under the direction of the Headteacher and Assistant Headteachers, will have a role in the following areas. The SENCO will be expected to fulfil the responsibilities of a teacher as set out in the STPCD.

* Strategic direction and development of SEN provision in the school
* Teaching and learning
* Leading and managing staff
* Efficient and effective deployment of staff and resources

**Strategic direction and development of SEN provision in the school**

SEN as part of school development

* Contribute to the development of a positive ethos in relation to SEN
* Contribute to staff meetings from a SENCO /Teacher perspective
* Take a lead role in the development and review of the SEN policy
* Take a lead role in the publication of the school’s SEN policy on the internet
* Ensure that the objectives of the SEN policy are reflected in the school development plan
* Analyse and interpret relevant national, local and school data to inform school development
* Provide information to the Headteacher /Assistant Headteachers and Governing Body on the evaluation of the effectiveness of provision for pupils with SEN
* Lead on national and local policies related to SEN
* Work with Governors to support and develop SEN provision strategically in the school

Overseeing the day-to-day operation of the school’s SEN policy

* Ensure the effective systems are in place to identify SEN
* Oversee the implementation of the graduated approach
* Identify appropriate intervention strategies and draw up the school’s provision map
* Provide advice for the staff on interventions and methods of working

**Teaching and Learning**

Ensuring the progress of pupils with SEN

* Ensure that staff have and maintain high expectations of pupils with SEN
* Monitor the progress made in setting objectives and targets for pupils with SEN
* Work with staff and model good practice to ensure that the most creative teaching approaches are used in classrooms
* Work with staff to ensure that the most effective interventions are used and demonstrate these where required.
* Develop systems for monitoring and recording progress made by pupils with SEN
* Assist staff to complete provision maps
* Assist 1:1 TAs/Teachers devising alternative creative curriculum opportunities
* Cover classes on occasions as required, according to the needs of the school.

Monitoring and evaluation

* Collect evidence of the effectiveness of SEN provision through observations, sampling pupils’ books, discussions with pupils, parents and staff
* Report back on the effectiveness of SEN provision to Governors and the SLT

Working with parents of pupils with SEN

* Ensure that parents are a valued partner in the identification of need and provision of SEN
* Make sure parents are informed if their child is receiving SEN support
* Make sure that the parents are able to make a key contribution to the planning process
* Provide information regularly to parents and meet at least termly with the parents of children receiving SEN support
* Attend consultation evenings and keep parents informed about the progress of their children
* Keep parents closely involved throughout the process of an EHC needs assessment and EHC planning

Working with partners

* Liaise with potential next providers of education to ensure pupils and their parents are informed about options and that a smooth transition is planned
* Ensure good continuity of provision between schools
* Liaise with SENCOs in other settings to adapt and improve provision
* Develop partnership working across a cohort/federation/trust/cluster

Working with external services

* Act as a key point of contact with external agencies, especially the local authority and support services
* Develop effective liaison in order to provide the maximum support for pupils with SEN
* Co-ordinate and monitor the involvement of external services when working with pupils with SEN
* Co-ordinate provision for looked after children

Working with other staff

* Liaise with and advise colleagues throughout the school as necessary
* Provide positive behaviour strategies and immediate support with pupils displaying emotional/ behavioural needs
* Liaise with the relevant designated teacher where a looked after pupil has SEN
* Collaborate with the IT co-ordinator to identify how IT can be used to support pupils with SEN
* Ensure that Heads of Department are supported in the provision of SEN in their subject
* Liaise with the assessment co-ordinator to ensure the effective use of methods of assessment in identifying SEN and tracking progress
* Lead INSET for staff

**Leading and Managing Staff**

Staff development

* To take a leading role in managing 1:1 Support Staff in their role of supporting children with EHC plans and HNF. Setting and reviewing progress targets and managing their CPD
* Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEN
* Disseminate good practice in SEN across the school demonstrating this through good practice in the classroom
* Support staff in understanding the learning needs of pupils with SEN and the importance of raising their achievement
* Help staff to achieve constructive working relationships with pupil with SEN and their parents
* Work with staff in a coaching capacity, modelling improvements and encouraging development
* Prepare, maintain and develop a timetable for continuing professional development to drive improvements in SEN provision across the school
* Co-ordinate the management and development in relation to SEN of all staff in the school including teaching assistants, NQTs and supply staff

Self-management of professional development

* The SENCO needs to have Qualified Teacher status and to have completed the National Award for SEN Coordination or a willingness to completed it within 3 years.(This is a requirement under SEND code of practice)
* Maintain and develop knowledge and understanding of the SEN code of practice and any supporting legislation and statutory guidance
* Maintain and develop knowledge and understanding of equal opportunities legislation
* Maintain commitment to continued self-development through personal reading and research, staff training and through external opportunities and attendance at courses

**Efficient and effective deployment of staff and resources**

Record Keeping

* Help to ensure the school keeps the records of all pupils with SEN up-to-date
* Collect, co-ordinate and provide information as needed to the LA and other external agencies
* Provide information for transfer and collect information on intake
* Keep tracking and data analysis information

Budget deployment and resources

* Establish the staff and resources required to meet the needs of pupils with SEN
* Advise the SLT on priorities for expenditure, including resources and staff
* Identify appropriate IT resources to support pupils with SEN
* Monitor the effective use of resources to meet needs
* Base budget decisions on evidence of impact
* Maintain existing resources and explore opportunities to develop or incorporate new resources

General

* Contribute to the overall ethos/priorities/aims of the school
* Be on the waiting area in the mornings to welcome the children in and assist if any parents or children require support
* Manage and prioritise workload in line with service requirements
* Contribute to the review of school policies as appropriate- medical needs, looked after children, more able children
* Consider and integrate health and safety in all activities to safeguard pupils, employees, contractors, members of the public, property and environment
* Support, uphold and contribute to the development of the school’s equal opportunities, race equality and disability policy and practices in respect of both employment issues and the delivery of services to the community
* Maintain a commitment to safeguarding and promoting the welfare of children and young people
* Ensure compliance with data protection requirements at all times
* Contribute to the life of the school by leading at least one extra-curricular club
* Be willing to undertake DSL training to assist in Early help referrals and follow up work

**Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The post holder may be required to do other duties to the level of the role, as directed by the Headteacher/ Assistant Headteachers.**