



Job Description

Job Title:	SENCO	Job Number:	
Directorate:	People	Post Number:	
Service:	Primary Schools	Grade:	UPS + TLR2A
Location:	Charter Primary School		

Job Purpose

To support the School's Senior Management Team for raising attainment and achievement.

To support the Inclusion Manager and Governing body, in taking responsibility for the day-to-day operation of provision made by the school for pupils with DSEN and provide professional guidance in the area of DSEN in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all pupils.

The range of responsibilities delegated to the SENCO with regard to provision and coordination is outlined below. It is expected that all legal and statutory requirements are met for students with DSEN via the SENCO.

Main Duties and Responsibilities:

Strategic direction of SEND provision

- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
- Ensure effective systems of communication, including feedback about pupil's learning to inform future planning.
- Monitoring the quality of support for pupils with SEND by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed.
- Analyse and interpret relevant school, local and national information including any relevant OFSTED report findings relating to pupils with SEND and advise on the provision for appropriate resources required to maximise achievement.
- Ensure that the objectives of the SEND policy are reflected in the school improvement plan.
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure the continuity of educational provision for pupils with SEND.
- Ensure that pupils with SEND are enabled to share their views and that these are acted upon appropriately.
- Up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
- To contribute to the implementation of the safety regulations in accordance with the Health and Safety at Work Act 1974 and other DFE guidelines.
- Teach 0.5 FTE across the school.

Teaching and Learning including the Progress and Achievement of Pupils

- Support the identification of, and disseminate the most effective teaching approaches for pupils with SEND.
- To monitor the achievements, welfare and behaviour of students, and to follow up the progress reviews, liaising with the pastoral team and parents when appropriate.
- To liaise with local authorities, feeder schools particularly regarding transition, and external agencies such as, Education Officer, EP and outside agencies.
- To co-ordinate the application for and of special arrangements in external examinations for pupils as appropriate for relevant tests and assessments.
- To influence the whole Teaching and Learning policy to promote aspects of inclusive teaching.
- To be able to lead INSET and support other colleagues where appropriate; this may include chairing and be a part of working parties.
- Provide opportunities for observation of colleagues/visits to other schools in order to share best practice.
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice.
- Work with pupils, subject leaders, class teachers with tutorial/pastoral responsibilities to ensure realistic expectations of behaviour and achievement is set for SEND pupils.
- Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.
- Oversee and monitor the quality of targets and other support plans, maintaining detailed information for subsequent meetings with parents.
- Develop systems for colleagues to monitor and record progress made by pupils with SEND towards the achievement of targets set in targets and support plans.
- Review targets and support plans with parents, students, teachers and agree and communicate new targets.
- Supporting the Head in meeting statutory responsibilities for SEND statements and their Annual Review.
- Lead the Annual Review meetings for statemented students.

Leadership and Management

- To work collaboratively with the Senior Leadership Team in planning for continual improvement and to make a contribution to the evaluation of the work of the school
- To contribute to the school's development plan/OFSTED improvement plan.
- To promote an atmosphere of continuing professional development and to share good practice with colleagues.
- To support the professional development of all staff, including newly qualified teachers and initial teacher training students.
- To be part of the school's professional management appraisal team
- Develop proformas for essential repetitive paperwork, in order to create an administrative infrastructure as part of an effective communications system.
- Identifying the training needs of staff and organising/coordinating INSET to be delivered by other professionals.
- Disseminate procedural information such as recommendations of the code of practice or the schools own SEN policy.
- Provide and/or present information to the Head, governing body on the evaluation of the effectiveness of provision for pupils with SEND, to inform decision-making and policy review.

Efficient and effective deployment of staff and resources

- Provide advice to Head/SLT relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEN.
- Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT.

- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school.

Ethos and Culture

- To provide leadership in promoting an ethos and culture within the school that drives through school improvement in line with the aims of the school.
- To facilitate, within the whole school, behaviours that support and contribute towards developing the values of the school.
- Undertake such other duties that may be required from time to time be reasonably determined by the Head teacher.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Headteacher:

September 2017