**Job Description: SENCO**

**Overall Responsibilities**

* To professionally lead and manage SEND in accordance with the 2014 SEND Code of Practice: 0-25 Years
* To lead, manage, develop and maintain high quality SEN provision which enables quality teaching, excellent learning outcomes and success for all pupils
* To model effective teaching practices, to coach and train colleagues
* To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate
* To contribute to the development of whole school policy wherever appropriate

**Key Responsibilities**

* Liaise effectively with the existing SENCO to ensure best outcomes for all
* Overseeing the day-to-day operation of the school’s SEN policy
* Co-ordinating provision for children with SEN
* Liaising with the relevant Designated Teacher where a looked after pupil has SEN
* Advising on the graduated approach to providing SEN support
* Advising on the deployment of the school’s delegated budget and other resources to meet pupils’ needs effectively
* Securing additional High Needs Funding and supporting teachers to use this effectively
* Liaising with parents of pupils with SEN
* Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
* Being a key point of contact with external agencies, especially the local authority and its support services
* Liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
* Working with the headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
* Ensuring that the school keeps the records of all pupils with SEN up to date
* Take responsibility for Supporting Children with medical Conditions

**Teaching and Learning**

* Identify and adopt the most effective teaching approaches for pupils with SEND and communicate this to teaching staff
* Monitor, evaluate and adjust teaching and learning practice of school staff to meet the needs of pupils with SEND
* Ensure staff are able to identify and teach the basic skills that will develop pupils' ability to work independently
* Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
* Meet the needs of individual pupils, including SEND & Looked After Children (PEPs)
* Evaluate assessment data and discuss next steps with the Leadership Team

**Recording and Assessment**

* Set appropriately challenging targets for raising achievement among pupils with SEND
* Identify, assess and review SEND and collect and interpret SEND assessment data
* Enable early identification and intervention through liaison with Early Years colleagues
* Ensure interventions meet the needs of all pupils with SEND and coordinate provision for children with SEND
* To support class teachers to assess and identify the needs of any pupils with barriers to learning or who are at risk of underachieving for example those with SEN, EAL and more able pupils

**Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the Teachers’ Standards. It may be modified by the head teacher, to reflect or anticipate changes in the job, commensurate with the salary and job title. This role is not class based and there is no expectation that this would ever become a teaching position.

**Line management responsibilities:**

Responsible to: The Headteachers and Deputies.

Responsible for: Teaching staff, Learning Support Assistants, MDSA s

**Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment)

To uphold the school’s policy in respect of child protection matters.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

**Forest Academy and Elveden C of E Primary Academy**

**Person Specification**

**Post Title: SENCO**

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|  | **Criteria** | **Rank** | **How identified** |
| **Qualifications** | Qualified Teacher status.  Willingness to undertake the National Award for SEN Co-ordination.  Hold the National Award for SEN Co-ordination and/or other specialist qualifications | Essential  Essential  Desirable | Application form  Letter of app  App form/Certificates |
| **Knowledge and Experience** | Successful experience of teaching across the primary age range  An understanding of current initiatives that relate to our provision for children with SEND.  Committed to providing excellent provision for all pupils and achieving high standards of pupil progress  Experience in leading in SEND, including identification of pupil needs, monitoring and evaluating pupil achievement  A teacher with a record of consistently successful classroom practice  Experience as part of a leadership team  Experience of managing a budget  Proven ability in leading staff teams / school improvement projects and measuring progress | Essential  Essential  Essential  Essential  Essential  Desirable  Desirable Essential | Letter of app / Interview  Reference / Interview  Letter of app / Interview  Letter of app / Interview  Reference/ Lesson obs  Letter of app / Interview  Interview  Letter of app / Interview |
| **Professional Skills and Abilities** | Ability to implement strategies for raising achievement for pupils with SEND.  Confidence, clarity and decisiveness in making and carrying out decisions  Ability to work cooperatively and collaboratively as a leader and team member  Excellent people skills; motivating, inspiring, and challenging adults  Outstanding communicator; building trust and confidence with parents and staff  Experience in managing support staff  Experience of coaching/mentoring/ supporting colleagues  Experience of leading and supporting CPD | Essential  Essential  Essential Essential  Essential  Desirable  Desirable  Desirable | Letter of app / Interview/ Ref Letter of app / Interview/ Ref Letter of app / Interview/ Ref  Letter of app / Interview/ Ref  Letter of app / Interview/ Ref  Letter of app / Interview/ Ref  Letter of app / Interview/ Ref  Letter of app / Interview/ Ref |
| **Professional Ethos and Commitment** | A commitment to the values and ethos of our school  A sound understanding of SEND Code of practice and its implications  A strong commitment to meet the learning and emotional needs of every child  A commitment to safeguarding and child protection  High expectations for self and others and a strong commitment to raising achievements  Awareness and willingness to be involved in partnerships that support school and agencies  Willingness to become involved in all aspects of school life e.g. after school clubs / community | Essential  Essential  Essential  Essential  Essential Desirable  Desirable | Letter of app / Interview  Letter of app / Interview/ Ref  Letter of app / Interview/ Ref Letter of app / Interview/ Ref Letter of app / Interview/ Ref  Letter of app / Interview/ Ref  Letter of app / Interview/ Ref |
| **Personal**  **Qualities** | An innate ability to demonstrate a caring and nurturing attitude whilst maintaining professional boundaries  Excellent interpersonal skills, resilience and tact  Ability to set and work to deadlines  Ability to remain positive in challenging situations and retain a sense of humour  Be committed to own personal development, whole school development and the raising of standards  An up to date knowledge of educational reforms and research  A commitment to develop personal qualities and professional qualifications | Essential  Essential  Essential  Essential  Essential  Essential  Essential | Letter of app / Interview/ Ref/ Enhanced DBS  Letter of app / Interview/ Ref Letter of app / Interview/ Ref Letter of app / Interview/ Ref  Letter of app / Interview  Letter of app / Interview  Letter of app / Interview |