

JOB DESCRIPTION

POST TITLE: Special Educational Needs Co-ordinator (SENCO)

RESPONSIBLE TO: Head Teacher

SALARY: Competitive salary (depending on experience)

Main Responsibilities and specific duties:

- Strategic direction and development of SEN provision.
- Ensure that the school carries out its statutory responsibilities regarding all pupils with Statement of Special Needs.
- Support all staff in understanding the needs of SEN pupils
- Liaise with staff, parents, carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Ensure effective systems of communication, including feedback about pupils' progress to inform future planning.
- Attend meetings as directed by the Head Teacher, including Early Intervention Team meetings.
- Provide reports for other agencies as required.
- To keep up to date communication logs and pupil files.
- To meet with parents and ensure they are well informed, including writing letters to parents.
- To complete and send referral forms when appropriate.
- To liaise with parents, feeder schools, external agencies, exam boards, alternative Education providers to access the appropriate provisions and resources for SEN pupils.
- To work closely with the Work Experience Careers and Community Services Co-ordinator to ensure that pupils have clear transition paths into suitable post-16 destinations.
- To co-ordinate the application for and of special arrangements in external examinations in conjunction with the Examinations Officer.
- The designated LAC teacher
- Support and lead the wellbeing team to promote good behaviour

Qualifications & Training

- Qualified teacher status
- DBS
- Evidence of CPD and commitment to further professional development
- SENCO experience or commitment to undertake SENCO certificate

Experience

- Qualified teacher with at least 4 years' experience
- Have experience of teaching in KS3/KS4
- Experience of working with children with a wide range of SEN
- Have experience of working successfully and co-operating as a member of a team
- Have experience in training other staff and/or introducing SEN initiatives
- Have experience of working alongside other teachers/staff in the development of teaching and learning

- Have experience of being part of a pastoral team

Professional values

The SENCO will have the ability to:

- Establish and maintain good professional relationships with children, parents/carers and colleagues
- Set high expectations of all children and be committed to raising education achievement
- Adopt a flexible approach to working
- Understand the value of education and teaching
- Maintain confidentiality

Knowledge & Understanding

The SENCO will have the knowledge and understanding of:

- The statutory legislation concerning Safeguarding including Child Protection, Equal Opportunities, Health and Safety, DES and SEN
- The theory and practice of providing effectively for the individual needs of all children eg. Classroom organisation, learning strategies
- The SEN Code of Practice and its practical application of strategies for meeting the needs of SEN children
- The positive links necessary within school with all its stakeholders
- Experience of working with and developing the role of external services that support the provision of children with SEN
- Experience of the statement process and the evidence needed
- Effective teaching and learning styles and how to implement them
- How to further develop professional skills and knowledge
- How to establish an effective rapport with children which is based on high expectations
- How to use ICT effectively

Teaching and Learning

- Influencing the whole Teaching and Learning Policy to promote aspects of inclusive teaching.
- Lead INSET on SEN issues and support induction of new staff.
- Collect and share specialist assessment data gathered on pupils and ensure this is used to inform practice.
- Work with pupils and teachers with tutorial/pastoral responsibilities to ensure high expectations of behaviour and achievement is set for SEN pupils.
- Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.
- Oversee and monitor the provision mapping, IEPs and other support plans.
- Supporting the Head Teacher in meeting statutory responsibilities for SEN Statements.
- Lead the annual review meetings for statement students and complete relevant administration.
- Gather evidence, provide reports and apply for Statutory Assessments or EHCP's as required.

Leadership and Management

- To actively support and promote the school vision and its values and with the senior leadership team ensure the school aims are being met.

- To promote an atmosphere of continuing professional development and to share good practice with colleagues.
- To contribute to the School's Development Plan.
- To report regularly to the Head Teacher and Governing Body on the evaluation of the effectiveness of provision for SEND pupils.
- To be a strong role model for pupils.

Personal characteristics

- Love working with children and want the very best outcomes for them
- Ability to address challenging issues with clarity of purpose and diplomacy
- Organised, resourceful and highly competent
- Approachable and empathetic
- Open minded and positive
- Clear sighted and determined
- Committed and resilient

Other

- Take responsibility for own and other's health and safety.
- Actively promote equality and diversity in all aspects of work.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.