



THE FEDERATION OF
LITTLE HALLINGBURY AND
ST MARY'S HATFIELD BROAD OAK
CHURCH OF ENGLAND PRIMARY SCHOOLS



SENCO Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Head Teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Main responsibilities

- The SENCO with the support of the Executive Head Teacher and the Federation Governing Body helps to determine the strategic development of SEND and to maximise attainment and progress and take responsibility for the day-to-day operation of provision made by the school for pupils with SEND across the federation of schools.
- The SENCO also provides professional guidance in SEND in order to secure inclusion and high quality teaching and the effective use of resources for all pupils, focusing on identified SEND pupils.
- The SENCO manages the provision made for children with SEND by working closely with staff, parents and carers and other agencies.
- The SENCO with the support of the Executive Head Teacher and colleagues will develop effective ways of overcoming barriers to learning and sustain effective teaching through analysis and assessment of the children's needs, monitoring the quality of teaching, tracking pupil progress and setting targets for improvement.
- The SENCO will collaborate with subject leaders so that learning for all children is given equal priority and resources are used to maximum effect.

Strategic development of SEN

- Annual review of SEND and Inclusion Policy.
- Liaise with and report to SEND and Inclusion Governor.
- Advise the Executive Head Teacher of priorities for expenditure on resources to meet the needs of pupils with SEND.
- To attend conferences and training to keep up to date with national and local issues.

Teaching and Learning

- Develop effective teaching and learning opportunities for pupils with SEND.
- Monitor teaching and learning activities to meet the needs of pupils with SEND.
- Influence the Teaching and Learning Policy to promote inclusive teaching so all members of staff recognise and fulfil their statutory responsibilities for SEND pupils.
- Liaise with colleagues to ensure realistic and challenging expectations and achievement are set for pupils with SEND.
- To provide SEND support for some pupils.

Executive Headteacher: Sonia Strickland

Little Hallingbury C of E Primary School

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Website: www.littlehallingburyschool.co.uk

Chair of Governors: Susannah Dutton

St Mary's C of E Primary School

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CM22 7HH
Telephone: 01279 718267
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Website: www.stmaryshbo.org.uk

Leadership and Management

- Co-ordinate provision for children with SEND.
- Promote an understanding of special needs.
- Promote the school's behaviour management policy.
- Manage SEND resources.
- Liaise with the LA and other agencies including the specialist teacher teams, speech therapy, health and children's services, CAMHS and voluntary groups.
- Support the Executive Head Teacher in meeting statutory responsibilities for EHC Plans and their review.
- Organise and chair meetings, take minutes and write reports.
- To aid the SLT in the effective deployment and management of support staff.
- To provide information for SLT meetings.

Recording and assessment

- Maintain effective records for all children with SEND.
- Maintain up to date SEND Registers.
- Liaise with the Executive Head Teacher to track the progress of pupils with SEND and use this data to set targets.
- Collect and interpret specialist assessment data.
- Support colleagues in writing One Plans/One Page Profiles/Case Studies making use of available specialist advice.
- Screen children on entry or through referrals from staff.
- Provide an annual report for GB regarding SEND.
- Annually update the SEND information report for the schools' websites (Regulation 51).
- Meet with inspectors under OFSTED inspection or HMI visits.

SENCO Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	QTS	Accredited SENCO
KNOWLEDGE	A passion for SEND and the pedagogy of SEND A willingness to engage in new ways of thinking about SEND An up to date knowledge of SEND developments at national level	
EXPERIENCE	Experience of supporting pupils of all abilities to make excellent progress Experience of managing pupil One Plans	Experience of having designed, implemented and evaluated effective, imaginative and stimulating interventions
PROFESSIONAL PRACTICE	Excellent planning, communication and organisational skills Keen to innovate use of technology Uses new technology effectively to enhance learning A belief in the unlimited potential and inclusion of every pupil	
PERSONAL QUALITIES	Strong interpersonal, written and oral communication skills with the ability to deal confidently with a wide range of people including senior management, staff, pupils and parents. Passion, resilience, integrity and optimism Is approachable at all times and is empathetic to the needs of others. An effective team member with the ability to use own initiative when appropriate. Be able to work flexibly as workloads require and take ownership of tasks. Attention to detail and ability to actively question and clarify information. Creates a positive and credible school image. A role model who demonstrates professionalism at all times. A commitment to regular and on-going professional development and training to establish outstanding classroom practice An open mind and an ability to change and adapt	

