



Job Description	
Job Title	SENCO
Reports to	Headteacher
Liaison with	Headteacher, Class Teacher, other Staff, Pupils, Parents, External Agencies, ECC Staff, Governors.
Job Purpose	<ul style="list-style-type: none">• To work closely with the Headteacher and colleagues in the strategic development of the school's Special Educational Needs (SEND) policy and oversee the day-to-day operation of that policy with the aim of raising SEND student achievement.• To oversee the day-to-day operation of the school's SEND policy and local offer.• To support the identification of children with SEND.• To liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision for children.• To support all staff in understanding the needs of SEND children and ensure there is high quality teaching and intervention for children with SEND.• To monitor the progress of children with SEND and plan programmes of intervention using assessment information to take incisive action to ensure children with SEND make at least expected progress.• To co-ordinate and chair all Annual Reviews.• To analyse and interpret relevant data and deploy available resources to maximise achievement.• To advise on and contribute to the professional development of staff on SEND provision.• To advise the Headteacher of priorities for expenditure, deployment of staff and utilise resources with maximum efficiency and impact.• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• To be responsible for the training needs of LSA's.• To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.• To comply with the School's Equal Opportunities Policy.• The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>