



Richmond Avenue Primary and Nursery School

Job details

Job title: SENCO

Salary: Main Pay Range / Unqualified Teachers Pay Range

Contract type: Full Time

Reporting to: SLT / Head Teacher

Main purpose

Strategic development of the school's Special Educational Needs (SEN) provision and oversight of the day-to-day operation of that policy with the aim of raising SEN pupil achievement.

Duties and responsibilities

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in day to day school practice
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, ensuring all LAC / SEND funding is allocated and used for the best needs of the pupils

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and school wide provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Plan, monitor and support the appropriate provision of interventions for pupils with additional needs
- Be aware of the provision in the local offer and the schools offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies and parents regarding pupils with SEND
- Analyse assessment data for pupils with SEN or a disability, monitoring impact of additional provision
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness



Support for pupils with SEN or a disability

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

Leadership and management

- Work with the SLT and Inclusion team to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Implement agreed school policies and guidelines with regards to Child Protection & Safeguarding, Health and Safety, Teaching & Learning, the Curriculum, Assessment, Inclusion (including SEND, AMA, Looked After, EAL etc.), Equal Opportunities, Specific Subjects, the various Personnel and Management requirements, as well as others determined by the Local Governing Body of Richmond Avenue Primary and Nursery School.
- Prepare and review information the AC / MAT is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and ensure implementation of how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEN or a disability
- Manage teaching assistants working with pupils with SEN or a disability
- Support in appraisal of LSAs and produce appraisal reports
- Review staff performance on an ongoing basis

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

The duties may be varied to meet changed circumstances in a manner compatible with the post held. These duties are reviewed regularly to reflect changes in roles or the national terms and conditions of service.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their duties set out above. The post requires an enhanced disclosure by the DBS and other pre-employment checks.



Name of member of staff: _____ Signed: _____

Name of senior leader undertaking review of job description: _____

Signed senior leader: _____ Position: _____

Date: _____



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Person Specification for SENCO

Criteria	Desirable Qualities	Essential (E) or Desirable (D)
Qualifications	Qualified teacher status National Award for SEN Co-ordination Degree Further training / experience in SEND	E E E E
Experience	Teaching experience Experience of supporting pupils with a range of SEND needs Experience of working at a whole-school level Involvement in self-evaluation and development planning Experience of conducting training/leading INSET	E E E E E
Skills and knowledge	Sound knowledge of the SEND Code of Practice Understanding of what makes 'quality first' teaching, and of effective intervention strategies Ability to plan and evaluate interventions Data analysis skills, and the ability to use data to inform provision planning Effective communication and interpersonal skills Ability to build effective working relationships with a range of stakeholders Good record-keeping skills	E E E D E E E
Personal qualities	Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability Ability to work under pressure and prioritise effectively	E E E



	Commitment to maintaining confidentiality at all times	E
	Commitment to safeguarding and equality	E
	Friendly, personable, good communication Skills	D