



Job Description - SENCo and Specialist Teacher

Job Title: SENCO and Specialist Teacher

Contract: Permanent

Responsible to: Director of Inclusion

Responsible for:

- Supporting inclusion of all children with SEND in at least one of NETAT schools.
- Supporting the learning, achievement and progression in academic, social and emotional areas of learning for children with autism across NET schools, ensuring High Quality Provision in the classroom, providing advice and guidance to teaching staff, staff training, providing specialist, person-centred teaching programmes where required.
- The employee will also be expected to fulfil the professional responsibilities for a teacher, as set out in the Schools Teachers Pay and Conditions Document.

Duties and responsibilities

Strategic Direction and Development of SEND Provision (with the support of, and under the direction of, the Director of Inclusion)

- Provide regular information to Director of Inclusion on the evaluation of SEND provision through verbal and written reports.
- Contribute to SEND review and self-evaluation, particularly with respect to provision for pupils with autism
- Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the action plan
- Support with writing and reviewing the school's offer (the SEN information Report) and the Accessibility Plan
- Working with the Director of Inclusion to contribute to the professional development of staff, including whole school INSET provision.
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Train and support staff across all schools in best practice in autism.

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map

- Provide guidance to colleagues to secure good teaching for pupils with SEND or a disability, and advise on the graduated approach to SEN support
- 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, especially the local authority
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness
- Advise on strategies, curriculum adaptations and communication interventions for children with autism
- Assess, observe and provide recommendations regarding individual children with autism
- Support and advise on transition for all children with SEND including those with autism in each school.

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

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.