****

**LAYER DE LA HAYE C OF E PRIMARY SCHOOL**

**JOB DESCRIPTION – SENCO (Inclusion manager)**

|  |  |
| --- | --- |
| **Post Title:** | **SENCO (inclusion manager)** |
| **School:** | **LAYER DE LA HAYE C OF E PRIMARY SCHOOL** |
| **Responsibility:**  | Whole-school teaching and learning responsibility in the area of SEND inclusion |
| **Responsible to:** | Headteacher |
| **Core Purpose:**The SENCO, under the direction of the Headteacher, will,* Determine the strategic development of the SEND policy and provision in the school;
* Be responsible for the day-to-day operation of the SEND policy, co-ordinating specific provision to support all pupils with special educational needs and/or a disability.
* Provide professional guidance to colleagues, working closely with staff, parents and other agencies.

The SENCO will also be expected to:* Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Policy.
* Carry out the duties as detailed in the SEND Code of Practice and meet the requirements of special educational needs children. The SENCO will be expected to support targeted groups of children when required.

**Teaching and Learning*** Support teachers and learning support staff in the identification of the most effective teaching approaches for pupils with SEND
* Monitor teaching and learning activities to meet the needs of pupils with SEND
* Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
* Promote inclusion best practice and contribute to the aims and ethos of the school.
* Support teachers in writing One Page Profiles, the One Planning process and planning provisions to suit the needs of learners.
* Model good practice in teaching pupils with SEN including those with severe and complex needs.

**Monitoring and assessment*** Set realistic targets for raising achievement among pupils with SEND and other groups as appropriate.
* Collect and interpret specialist assessment and performance data, sharing this with other staff and governors as appropriate.
* Set up systems for identifying those with SEND, assessing and reviewing provisions in place. This includes the monitoring of EHC plans and provision maps with class teachers and learning, care and support assistants.
* Update the Head teacher and governing body on the effectiveness of provision for pupils with SEND
* Keep parents and carers informed about their child's progress through individual meetings and at parents’ evenings.
* Prepare applications for Statements of Educational Needs, co-ordinate and attend annual reviews.
* Assist in making applications for additional support, time and/or specific provisions for end of Key Stage Assessments.
* Maintain and regularly review the SEND register, inclusive of those children that teachers are concerned about in terms of attainment and progress.
* Evaluate the effectiveness of provision, ensuring class teachers draw up termly class provision maps following guidance on appropriate interventions.

**Leadership and Management*** Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND.
* Provide training opportunities for learning care and support assistants, and teachers to learn about inclusion, delivering whole-school inset as required.
* Model and disseminate good practice of inclusion across the whole school.
* Identify resources needed to meet the needs of pupils with SEND; advise the leadership team of priorities for expenditure
* Work with the Headteacher and Governors on the strategic development of SEN and inclusion, reviewing and formulating appropriate policies.
* To share in the responsibility for the supervision of Learning Support and Care Assistants, including the implementation of their Performance Management.
* Liaise with specialist and support services as required.
* To keep up-to-date in the developments of SEND and inform staff and governors as necessary.
* Be an active member of the SENCO Cluster group of the Tiptree and Stanway Consortium
* Undertake SEND self-evaluation, contributing to the school SEF and improvement plan.

**Other responsiilites*** To willingly undertake any reasonable task requested by the Headteacher, appropriate to the role and grade of the position.
 |

Teacher’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_