

Post Title:	SENCo
School:	St. Andrew's Junior School, Hatfield Peverel
The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers.	
Purpose:	<p>Leading activities relating to Special Educational Needs, to include:</p> <ul style="list-style-type: none"> • To be accountable for securing the highest standards of pupil achievement, through monitoring, evaluating and setting targets for improvement • To lead, develop and enhance the teaching practice of others with SEN children by evaluating, supporting, guiding and target setting • To be accountable for the strategic leadership and management of SEN, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies • Liaison with Senior Leadership Team concerning SEN issues and timetabling/hours of TAs
Responsible to:	Headteacher
Responsible for:	Management of TA team, including performance management (with the Senior Leadership Team);
Salary/Grade:	Main Scale / Upper Pay Spine / Leadership Spine
MAIN (CORE) DUTIES <p>Special Educational Needs (SENCo)</p> <ul style="list-style-type: none"> • To assist in the establishment of school policy on special educational needs. • To promote the general progress and well being of children with special needs. • To assess children to determine the nature of their special need, and to plan for their progress. • To advise teachers on their organisation of regular review meetings with parents in accordance with Local Authority guidelines and the SEN Code of Practice. • To co-ordinate the implementation of the school SEN policy. • To work in partnership with the class teacher and teaching assistant to establish consistent programmes of work for children with special needs. • To advise/devise on individual provision for children on the SEN register. • To meet regularly with teachers and teaching assistants at which learning programmes are updated. • To attend statutory review meetings and contribute reports when requested. • To keep and review on a termly basis the school register of children with special needs. • Provide support for colleagues and arrange INSET where appropriate. • Help to develop assessment and recording techniques, and collect examples of SEN pupils' work to use as a basis for moderated assessment. • Recommend the purchase of appropriate resources for the teaching of children with special educational needs • Keep updated on policy and practice. • Liaise with other agencies. • To liaise with the special needs teacher from Hatfield Peverel Infant School during the last weeks of the summer term, to provide continuity for those children who will enter year 3 in 	

September.

- To liaise with the special needs co-ordinators from the secondary schools who will be receiving our special needs children, so as to provide continuity for those children who will be leaving the Junior School.
- To monitor and review the work of teaching assistants.
- To liaise with teaching assistants on a regular basis to ensure that teaching programmes are on-going and to discuss ideas which can be implemented in individual education plans.

Inclusion

- Monitor practice to ensure that equality of opportunity and provision is afforded to all disadvantaged groups, e.g. EAL, looked after children, ethnic groups
- Monitor progress of vulnerable children and groups
- Liaise with external support agencies as appropriate
- Prepare necessary documentation
- Keep updated on policy and practice

Timetabling and TA hours

- Organisation of timetables to cover SEN and TA class support according to the hours available;
- Liaison with headteacher, teachers and support staff in arrangements for PPA, lesson planning, resources, etc.;

The duties may be varied to meet changed circumstances in a manner compatible with the post held. 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 the particular duties as set out above.

DATE:

September 2019

SIGNED: