

## **Job Description**

**Job Title:** SENCO

**Responsible to:** Head Teacher

**Salary:** From £35,000 dependent upon skills, experience and qualifications  
NB. This post can be merged with a teaching post.

**Hours:** 40 hours per week, 39 weeks per year (part time considered)

**Responsible to:** Head Teacher

### **Core purpose of the SENCO role**

To take the lead in developing and evaluating SEN practice in the school and to oversee the day to day operation of the delivery of provision and its impact on outcomes.

### **Objectives:**

To raise standards of achievement of children with a SEN.

To increase staff confidence and competence in teaching children with a SEN.

To ensure children with a SEN have full entitlement to the National Curriculum.

### **Leadership & Management**

To lead on the area of inclusion under the renewed inspection framework.

monitor and evaluate the effectiveness of SEN provision through an evaluative support management cycle.

To track children's progress and set targets for raising achievement for children with a SEN.

To ensure up to date and accurate records are kept of all interventions/involvement for individual children.

To take a lead on aspects of the Self Evaluation Framework (SEF) for inclusion.

To support and develop colleagues in relation to SEN through advice, guidance and organisation of in-service training.

To keep up to date with knowledge of national and local initiatives and how they may impact upon policy and practice.

To undertake professional development activities to increase own effectiveness.

To liaise with external agencies and manage consultant input.

## Teaching & Learning

In conjunction with other members of LT, monitor teaching and learning, including planning and work scrutiny, to ensure they meet the needs of children with SEN.

To model outstanding inclusive practice and support colleagues as appropriate.

To evaluate the impact of inclusive teaching and support staff to improve practice.

To ensure all staff are kept up to date with teaching and learning strategies that promote effective inclusive practice.

## Assessment & Recording

To develop an evaluative provision management cycle.

To advise on setting targets for raising attainment.

To work alongside teachers to identify appropriate support for children.

To work alongside colleagues to develop appropriate schemes of work and individualised programmes for children with SEN.

To undertake professional development activities to increase own effectiveness.

To plan and deliver training for all staff in relation to overcoming barriers to learning and statutory responsibilities.

To liaise with parents/carers of children with SEN about EHCP review meetings.

To collaborate with outside agencies to raise the achievement of children with SEN.

To update and review all policies related to SEN.

To organise and manage statutory reviews/obligations.

## Additional Tasks

To develop and attend network for sharing good practice.

To keep abreast with national developments.

To complete designated teacher meetings

Signed..... Post Holder Date.....

Signed..... Head Teacher Date.....



Person Specification - SENCO

	Essential	Desirable
Qualifications & Training	<p>DBS</p> <p>Evidence of CPD and commitment to further professional development</p> <p>Experience of working with pupils with SEN</p>	<p>Evidence of additional study in relation to SEN.</p> <p>Qualified teacher status</p>
Experience	<p>Have experience of lessons in KS2, KS3 or KS4</p> <p>Experience of working with children with a wide range of SEN</p> <p>Have experience of working successfully and co-operating as a member of a team</p> <p>Have experience of leading a team</p> <p>Have experience of training staff and/or introducing SEN initiatives</p> <p>Have experience of setting targets and monitoring, evaluating and recording progress</p>	<p>Education experience across the whole age range 5-17.</p> <p>Have experience of working alongside other teachers in the development of teaching and learning</p>
Knowledge	<p>The SENCO will have a good working knowledge of:</p> <p>The statutory legislation concerning Safeguarding including Child Protection, Equal Opportunities, Health and Safety and SEN</p> <p>The theory and practice of providing effectively for the individual needs of all children eg. Classroom organisation, learning strategies.</p> <p>The SEN Code of Practice and its practical application of strategies for meeting the needs of SEN children in a mixed ability classroom</p> <p>Planning and implementing provision for children with SEN including the monitoring, assessment, recording and reporting of children's progress.</p> <p>The positive links necessary within school with all its stakeholders</p> <p>Effective understanding of teaching and learning styles and how to implement them</p> <p>How to further develop professional skills and knowledge</p> <p>How to establish an effective rapport with children which is based on high expectations.</p> <p>How to use ICT effectively</p>	<p>Experience of using comparative information about attainment.</p> <p>Understanding of the funding mechanism for SEN.</p> <p>Experience of the EHCP process and the evidence needed.</p> <p>Experience of working with and developing the role of external services that support the provision of children with SEN.</p>



Skills	<p>The SENCO will have the ability to:</p> <ul style="list-style-type: none"><li>Establish and maintain good professional relationships with children, parents/carers and colleagues</li><li>Set high expectations of all children and be committed to raising educational achievement</li><li>Adopt a flexible approach to working</li><li>Understand the value of education and teaching</li><li>Maintain confidentiality</li><li>Promote the school's aims positively and use effective strategies to enhance motivation and morale</li><li>Establish and develop a sound professional relationship with children, parents/carers and colleagues</li><li>Demonstrate excellent classroom skills</li><li>Organise and sustain systematic support from a range of providers for a range of SEN</li><li>Manage the coordination of support staff in support of children with SEN</li><li>Advise and motivate teaching staff about SEN initiatives</li><li>Make consistent judgements based on careful analysis of available evidence</li><li>Develop sound professional relationships within the team</li><li>Present and communicate effectively to a variety of audiences</li><li>Complete policy development</li><li>Enjoy working with children and want the very best outcomes for them</li><li>Ability to address challenging issues with clarity of purpose and diplomacy</li><li>Be open minded and positive</li><li>Be clear sighted and determined</li><li>Be organised and resourceful</li><li>Be committed and resilient</li></ul>	<ul style="list-style-type: none"><li>Be confident in the use of ICT</li><li>Be good at influencing and negotiating with others</li></ul>
--------	--	---

Jobholder..... Signed..... Date.....

Line Manager..... Signed..... Date.....