



JOB DESCRIPTION

Special Educational Needs Co-coordinator (SENCO)

Job Purpose

To work closely with the head teacher, senior leadership and colleagues in the strategic development of the school's Special Educational Needs and Disability (SEND) policy and oversee the day-to-day operation of that policy with the aim of raising SEND pupil achievement.

Areas of Responsibility and Key Tasks

a) Strategic Direction and Development of SEN Provision in the School (with the support of, and under the direction of the head and leadership team)

- exercise a key role in assisting the head teacher and governors with the strategic development of SEND policy / provision
- support all staff in understanding the needs of SEND pupils and ensure the objectives to develop SEN are reflected in the school development plan
- monitor progress of objectives and targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
- analyse and interpret relevant school, local and national data and advise the head teacher on the level of resources required to maximise achievement in the form of an up to date provision map
- liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- maintain the school's SEN register

b) Teaching & learning

- support the identification of and disseminate the most effective teaching approaches for pupils with SEN
- work with head teacher and staff to develop effective ways of bridging barriers to learning through:
 - assessment of needs
 - monitoring of teaching quality and pupil achievement
 - target setting, including developing Profiles of Need and EHC plans
 - developing a recording system for progress
 - ensuring the school's Christian Values and practices form a central part of all children's experience at BJR
- collect and interpret specialist assessment data to inform practice



SENCO JOB DESCRIPTION (Continued)

- undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies
- work with head teachers, teachers, key stage co-ordinators and pastoral staff to ensure all pupils learning is of equal importance and that there are high expectations of pupils
- consider the range of teaching strategies / equipment that could be utilised for pupils with SEN
- teach classes or groups of children when necessary
- Ensure parents are regularly reported to with regard to provision and progress of SEND children

c) Leading and managing

- Be an active part of the leadership team, providing professional guidance to staff to secure good teaching for SEND pupils in class and special provision, through both written guidance and meetings
- contribute to the performance management process of Support Assistants and teaching staff in 'Wisdom Class' (SEND Provision) and 'Respectfulness Class' (SEMH provision)
- advise on and contribute to the professional development of staff, including whole school INSET provision
- provide regular information to the head teacher and governing body on the evaluation of SEN provision
- Keep abreast of and inform and advise the leadership team on statutory requirements and current pedagogy related to SEND

d) Effective deployment of staff and resources

- advise the head teacher and governing body of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency
- maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies

e) Other professional requirements

- Co-ordinate all Annual Reviews and attend / chair when necessary
- Attend Year 6 Annual Reviews for primary pupils with EHC plans to help facilitate continuity and progression through the development of a transition programme. Liaise with Year 5 pupils requiring advice about provision. (Secondary School SENCO)
- Gain the SENCO qualification
- Keep up to date with Child Protection training and work in partnership with the leadership team to ensure that all children are safe.