

Rosewood Primary School



Job details

Job title: Special Educational Needs Co-Ordinator (SENCO) / Inclusion Co-Ordinator

Salary: Main / Upper Pay Scale (depending on experience) + 1 SEN point

Hours: Full Time

Contract type: Permanent Term

Reporting to: Headteacher

Main purpose

The SENCO, under the direction of the headteacher, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school;
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN 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 Document.

Duties and responsibilities

Strategic development of SEN policy and provision (including working closely with the teacher responsible for PPG)

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision;
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability;
- Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan;
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice;
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective.

Operation of the SEN policy and co-ordination of provision (including working closely with the teacher responsible for PPG)

- Maintain an accurate SEND register and provision map;
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support;
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment;
- Be aware of the provision in the local offer;
- 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 intervention groups for pupils with SEN and evaluate their effectiveness.

Support for pupils with SEN, a disability or in receipt of the Pupil Premium Grant

- 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;
- Develop a strategy to promote the inclusion of looked-after children;
- Develop a strategy to promote the inclusion of children in receipt of the PPG, including preparing and reviews statutory information for the website and governing body.

Leadership and management

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements;
- Prepare and review information the governing board is required to publish;
- Contribute to the school improvement plan and whole-school policy;
- Identify training needs for staff and how to meet these needs;
- Lead INSET for staff;

- Share procedural information, such as the school’s SEN policy;
- Promote an ethos and culture that supports the school’s SEN policy and promotes good outcomes for pupils with SEN or a disability;
- Work closely with the Headteacher and DSLs officer in order to meet the education, health and care needs of all children;
- Line manage TAs across the school.

The SENCO will be required to be a part of the leadership team, safeguarding and promoting the welfare of children and young people, and following school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Person specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • National Award for SEN Co-ordination • Experience of the role in another school setting (desirable) • Degree
Experience	<ul style="list-style-type: none"> • Teaching experience • Experience of working at a whole-school level • Involvement in self-evaluation and development planning • Experience of conducting training/leading INSET • Experience of working as a SENCO
Skills and knowledge	<ul style="list-style-type: none"> • Sound knowledge of the SEND Code of Practice • Understanding of what makes ‘quality first’ teaching, and of effective intervention strategies • Ability to plan and evaluate interventions • Data analysis skills, and the ability to use data to inform provision planning • Effective communication and interpersonal skills

	<ul style="list-style-type: none"> • Ability to build effective working relationships • Ability to influence and negotiate • Good record-keeping skills
Personal qualities	<ul style="list-style-type: none"> • Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school • Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.