**ST NICHOLAS CE PRIMARY SCHOOL – SENCO JOB DESCRIPTION**

**Pupils are accepted and loved. They understand their worth and potential as life-long learners and as a child of God.**

**Job Title**: SENCO

**Salary**: Teacher Pay Scale plus TLR

**Hours**: 2 days per week

**Contract type**: Permanent.

**Responsible to**: Headteacher

**Overall responsibilities**: To assist in managing the provision for students identified as having Special Educational Needs (SEN); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all students.

**SENCO - 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 be expected to fulfil the responsibilities of a teacher, as set out in the School Teacher’s Pay and Conditions Document.

**Duties and Responsibilities**

**Strategic Development of SEN policy and Provision**

* Have a strategic overview of provision for pupils with SEN and / 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 and / or a disability.
* Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
* Maintain up-to-date knowledge of national and local initiatives that may affect the school’s policy and practice.
* Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

**Operation of the SEN Policy and Co-ordination of Provision**

* Maintain an accurate SEND register and provision map.
* Provide guidance to colleagues on teaching pupils with SEN and / 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 (LA) and educational psychologist.
* Analyse assessment data for pupils with SEN and / or a disability – plan and action in response to findings.
* Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness.

**Support for Pupils with SEN and / or a Disability**

* 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 (EHCP) with parents or carers and the pupil
* Communicate regularly with parents or carers
* Ensure 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
* Work with the designated teacher for looked-after children, where a looked-after pupil has SEN and / or a disability

**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.
* Contribute/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

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow 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 post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

**Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply the general statement of our health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.