



SENCO Job Description 2025

UPS + TLR 2.2

(£45,646 - £49,084) + £5,646

Name:

Job Title: SENCO

Accountable to: The Headteacher

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the Teachers Standards (2012) and with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers duties set out in that document.

Main Purpose of the Job

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

- Ensure that the school is working comprehensively and optimally within the SEND Code of Practice
- Determine the strategic development of the Special Educational Needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEND policy and co-ordination of provision to support individual pupils with SEND, including those with EHC plans
- Provide professional guidance to colleagues, working closely with staff, parents, and other agencies
- Regularly monitor and evaluate the impact of SEND interventions for individual and groups of pupils
- Lead and manage TAs working with pupils with SEND
- Be the designated teacher for Looked After Children
- Be one of the School's DSLs
- 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 SEND policy and provision

- Have a strategic overview of provision for pupils with SEND across the school monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Ensure the SEND 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 SEND policy and co-ordination of provision

- Maintain an accurate SEND register and work with class teachers to ensure individual provision maps and/or Targeted Learning Plans are accurate and up to date
- Provide guidance to colleagues on teaching pupils with SEND and advise on the graduated approach to SEND 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 SEND
- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness
- Maintain records on SIMS as required

Support for pupils with SEND

- Identify a pupil's Special Educational need
- 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
- Regularly review the Education, Health and Care Plans and/or Targeted Learning Plans with parents/carers and the pupils
- 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

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 body 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
- Advise staff about SEND strategy and provision
- Lead and develop training for staff
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND
- Lead and manage TAs working with pupils with SEND
- To update and publicise the SEND local offer on the school's website.
- To provide reviews and reports as required (including for Headteacher, Governors, LEA officers and external agencies).

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 postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher

