

JOB DESCRIPTION

Job Title:	SENCO
Grade:	TLR2c
Responsible To:	Assistant Headteacher
Responsible For:	Ensuring that students, including those with requiring SEN Support, and those with an EHCP make academic progress at least equal to their peers and on a national level.

Leadership and Management

- To lead, manage and enhance the provision for all students, including those students with special and additional educational needs throughout the School (KS3-4), enabling all students to achieve their social and academic potential.
- To ensure that the School's provision meets the requirements of Special Educational Needs Code of Practice and the Equality Act 2010 and to be able to communicate relevant information on legislation to staff.
- To lead on improvement planning for SEN that supports the overall objectives of the school.
- To ensure the highest standards of communication with students, parents, external agencies, teaching and support colleagues.
- To be responsible for quality assuring the team of Learning Coordinators, Teaching Assistants, and Learning Support to ensure the highest standard of accountability and pupil progress.
- To work collaboratively with the Assistant Headteacher (Student Progress) and Heads of Year to ensure all students make at least expected progress.
- To develop and promote quality first teaching throughout the school.
- To complete the National Award for Special Educational Needs (as required) and other training, keeping up to date with current educational developments, particularly within SEND.
- To undertake an appropriate programme of teaching as per generic job description and carry out the professional duties set out in the current School Teachers' Pay and Conditions Document.

Specific Duties:

Academic

- To ensure that Teaching Assistants are held accountable for the progress of identified students.
- To support Teaching Assistants in developing and enhancing the teaching practice of others in meeting the in-class needs of students with special education needs.
- Coordinate assessment [access arrangements] to identify particular learning difficulties, communicating results to parents, students, staff and the Exams Officer.
- To liaise with the Senior Leadership Team and Head of Year 9 to support those students making options choices
- To ensure that all students with a statement of special educational needs or EHCP, and all those at SEN Support have an appropriate intervention record which is regularly reviewed, monitored for impact, updated and communicated.
- To manage the process of disapplication from GCSE or Foundation subjects to ensure that students maintain a comprehensive curriculum.
- To report to SLT on the progress of SEND students at appropriate data points throughout the year; to identify patterns/trends and respond to these by instigating appropriate measures to improve progress.

Leading and Monitoring the Learning Support Achievement Team

- To lead and manage the Learning Support Team, to ensure effective deployment of teaching assistants to best meet the needs and statutory rights of students, as well as the needs of the School.
- To lead and monitor provision mapping and record keeping, providing a clear overview of support given to students with SEND; identifying any gaps in provision and liaising with Assistant Headteacher (Student Progress) on ways to improve provision.
- To provide appropriate support and guidance for your team through regular meetings, the identification of priorities and encouraging personal development.

- To manage an annual allocated budget and be responsible for ensuring that applications for additional funding are made in a timely fashion.

Student Transition and Integration

- To ensure that the transition and integration of Year 7 students is efficient and effective through collaboration with the appropriate Head of Year. To ensure liaison with internal and external colleagues to ensure that a consistent and inclusive approach is taken to meet each student's educational and social needs.
- To communicate with primary schools and other external staff to ensure a secure transition from KS2-3, including organising pre-visits and summer school.
- To manage the implementation of Year 7 progress examinations in the autumn term.
- To coordinate a smooth academic induction to the school for new students with special or additional educational needs.

Communication

- To coordinate the effective communication of all information about students with SEND to staff via the appropriate mechanisms, ensuring staff are able to plan effectively to meet the needs of all students.
- To ensure that the Learning Support Administrator coordinates and manages administration of annual reviews/meetings with parents in an effective manner.
- To attend relevant internal and external meetings such as Cluster Network meetings and Essential Skills courses, as part of directed time.
- To prepare regular detailed student case studies and update reports Governors, evaluating the outcome of interventions for individuals and for groups.
- To report directly to the Chair of the Curriculum Committee on the progress and wellbeing of students identified as SEND

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.
