



Job Description			
Job Title	SENCO	Job Holder	
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Date Reviewed		Next Review Date	

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role

To take responsibility for the day-to-day operation of provision made by the school for pupils with SEND
 To provide professional guidance in the area of SEND to all stakeholders in order to secure high quality provision for those children with SEND
 To ensure the effective use of resources to improve standards of attainment and progress for all pupils.

Responsibilities

1.	Develop and oversee the implementation of the school's SEN strategy and policy and ensure regular monitoring and review.
2.	Carry out assessment of pupils with SEN to identify needs and monitor progress, including observations in the classroom and meeting with teachers and parents.
3.	Work with class teachers, the leadership team, parents and relevant external agencies to develop, implement, monitor individual support/learning plans.
4.	Provide regular updates on pupil progress through written reports and meetings with parents
5.	Make referrals and liaise with professionals outside of the school including by not limited to educational psychologists, health and social care providers, speech and language therapists and occupational therapists.
6.	Support class teachers with statutory assessment documentation to ensure children requiring additional support are in receipt of it in a timely manner
7.	Provide advice, guidance and training to class teachers and Inclusion Teaching Assistants on supporting pupils with SEND.
8.	Support teachers to develop schemes of work and learning programmes for children with SEND
9.	Support teachers to develop effective teaching and behaviour management approaches in the classroom
10.	Maintain the school's Provision Map to ensure the children in receipt of Top Up Funding receive the appropriate support to enable them to meet their targets
11.	Disseminate good practice relating to SEND through INSET, coaching and mentoring mechanisms.
12.	Acquire up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
13.	Develop and implement systems for recording individual pupils' progress, and collect and interpret specialist assessment data.
14.	Evaluate the quality of teaching and standards of achievement/attainment for pupils with SEND and set targets for quality-controlled improvement.
15.	To co-ordinate the application for and of special arrangements in external examinations.
16.	Provide opportunities for observation of colleagues/visits to other schools in order to share best practice.



17.	Review support plans with parents, pupils, teachers and agree and communicate new targets. Support the Senior Leadership Team and Headteacher in meeting statutory responsibilities for SEND statements Education, Health and Care Plans (EHC Plans) and their Annual Review.
18.	Effectively lead the Annual Review meetings for pupils with Statements/EHC Plans
19.	Identify the training needs of staff and organising/coordinating relevant INSET.
20.	Provide regular information to the Headteacher on the evaluation of the effectiveness of provision for pupils with SEND, to inform decision-making and policy review.
21.	Identify resources needed to meet the needs of pupils with SEND and advise the Business Manager of priorities for expenditure.
22.	Monitor and control the use of these resources.
23.	To support performance management of Inclusion Teaching Assistants and be responsible for their deployment across the school.
24.	The post holder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum and its impact on the school SEND policy, with the aim of improving teaching and learning across the school.
25.	The post holder will also be expected to network and liaise with SENCO's across other local schools and wider, to ensure a consistency of approach regarding transition, etc.
26.	To lead workshops for parents around a variety of SEND themes in order to improve outcomes for children

Duties

27.	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Claycots School team.
28.	Contribute to and exemplify the values of the Claycots School. The post-holder will be expected to comply with any reasonable request from the Head Teacher to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
29.	Actively promote the inclusion of all children into whole school activities.
30.	Actively seek opportunities for professional development.
31.	Be aware of and respect all children's religious beliefs and cultures.
32.	Support, promote and comply with decisions and policies agreed by the SLT and the governing body.
33.	Develop effective, professional working relationships with colleagues
34.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.

Compliance

35.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
36.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection



	Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
37.	<p>In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.</p> <p>You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times</p>
38.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
39.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.