# Randal Cremer Primary School

# JOB DESCRIPTION: SENCO

The full range of duties and responsibilities for Assistant Head teachers is contained in the current addition of the School Teachers’ Pay and Conditions Document published in accordance with the School Teachers’ Pay and Conditions Act 1991.

|  |  |
| --- | --- |
| **Job title** | **SENCO** |
| **Salary Scale** | **Dependent on qualifications and experience** |
| **Responsible to** | **Head teacher** |
| **Responsible for** | **To be determined from the list below** |
| **Line managed by** | **Head teacher** |
| **Generic Duties** | |

1. To have responsibility, under the direction of the Head teacher, for the strategic leadership and management of the school.
2. To contribute to whole-school aims, policies and practices, including those related to school self evaluation, achievement and standards, quality of teaching and learning, behaviour, discipline, bullying and equality.
3. To lead, manage, develop and maintain high quality SEN provision which enables quality teaching, excellent learning outcomes and success for all pupils
4. To model effective teaching, to coach and train colleagues and to teach across the school
5. To ensure the school complies with all relevant legislation, including health and safety, equal opportunities and the Code of Practice.
6. To write an annual action plan related to SEND and monitor and evaluate them and use them to identify future priorities for development.
7. Lead CPD meetings and INSET through the provision of high quality professional development.
8. To allocate, deploy and maintain resources with maximum efficiency to meet the objectives of the school and to ensure value for money.
9. To maintain effective communication with governors, ensuring they are well-informed about plans, policies and priorities.
10. To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate
11. To lead the Pastoral support team in meeting the needs of pupils with challenging behaviour
12. To assist the Deputy/Head in managing, leading and developing the school in seeking to attain high standards of pupil achievement, behavior, social development and effective and efficient use of resources.
13. To have high expectations, lead by example, promoting the school vision, values and aims.
14. To be a member of the School Leadership Team and make a significant contribution to the strategic development and direction of the school in line, with the School Improvement Plan
15. To take a lead role in monitoring and school self evaluation.
16. To provide guidance and support to other members of staff to achieve and maintain a good quality of teaching and be instrumental in supporting all staff through change.
17. To provide analysed assessment data from a variety of sources to inform future whole school planning and resourcing.

**Key Accountabilities**

* Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
* Support all staff in understanding the needs of SEN pupils
* Devise and promote plans to ensure the needs of pupils with SEN / EAL / EAL are met and that they are reflected in the school improvement plan
* Regularly monitor progress against targets for pupils with SEN / EAL from teachers’ plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
* Analyse and interpret relevant school, local and national information relating to pupils with SEN and advise the head teacher on the level of resources required to maximise achievement
* To be part of the Designated Safeguarding Team including liaising with children’s social care and families of our most vulnerable pupils.
* Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEN
* Develop partnerships with parents to ensure that their views are considered and acted upon appropriately
* Ensure that pupils with SEN are enabled to share their views and that these are acted upon appropriately

**Teaching and learning -to:**

* Support the identification of, and disseminate the most effective teaching approaches for pupils with SEN
* Collect and interpret specialist assessment data on SEN / EAL to inform practice
* Work with pupils, class teacher and key stage managers to ensure realistic and challenging expectations of pupils with SEN / EAL
* Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEN / EAL

**Leading and managing Staff – to:**

* Achieve constructive working relationships and establish opportunities for the SEN support assistants and other teachers to review the needs, progress and targets of pupils with SEN
* Provide regular information to Leadership Team (SLT) and governors on the effectiveness of SEN provision and outcomes
* Advise and contribute to all aspects of SEN training to ensure the professional development of staff

**Parents, the community and extended schools – to:**

* Play a full part in the life of the school community
* Work with parents and families who have a child with SEN offering support and guidance
* Encourage parents to participate in the life of the school in a variety of ways

**Managing own performance and development:**

* Demonstrate resilience and resourcefulness.
* Take responsibility for own professional development.
* Participate in the school’s appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.
* Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

**Use of Resources –to:**

* Identify appropriate resources to promote and support the achievements of SEN children and ensure they are used efficiently, effectively and safely
* Oversee and monitor appropriate budget allocations in liaison with the Headteacher and School Business Manager

**Additional responsibilities and general requirements – to:**

* Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher
* Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
* Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues