

MEANWOOD COMMUNITY PRIMARY SCHOOL **JOB DESCRIPTION**

Post: SENCO: ACROSS THE WHOLE SCHOOL

Responsible to: Headteacher

Job purpose: Lead Special Educational Needs throughout school and ensure all pupils achieve their potential.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Teaching and learning

1. Identify and adopt the most effective teaching approaches for pupils with SEN and share approach with all colleagues.
2. Monitor teaching and learning activities to meet the needs of pupils with SEN throughout school.
3. Identify and teach study skills that will develop pupils' ability to work independently.
4. Liaise with other schools and the Local Authority to ensure continuity of support and learning when transferring pupils with SEN.

Recording and assessment

1. Work with colleagues to set challenging targets for raising achievement among pupils with SEN.
2. Ensure robust tracking systems are in place to collect and interpret specific pupil data to monitor the impact of its quality first teaching programme and intervention strategies.
3. Set up systems for assessing pupils at "point of entry" identifying, assessing and reviewing provision for SEN children once identified within an Early Help model of school inclusion.
4. Update the Headteacher and SGB on the effectiveness of provision for pupils with SEN.
5. Develop understanding of learning needs and the importance of raising achievement among pupils.
6. Attend SEN review meetings, parents' evening consultations, keeping parents informed about their child's progress.

Leadership and Management

1. Ensure the school SEND register is up to date and all stake holders are fully informed about support programmes in place/planned.
2. Ensure strategies and work programmes are monitored regularly, are live documents and their impact is assessed and progress can be evidenced.
3. Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND and understand the importance of QFT taking ownership of additional provision and the progress children (with SEND) make in their class/teaching group.
4. Lead and Manage the SEND Support team within school and the SEND support which is integrated throughout school, e.g. SALT
5. Support Learning Support Colleagues through a model of supervision which focuses upon staff wellbeing and work load.
6. Take the lead in constructing the schools provision map ensuring intervention programmes target the right pupils and staff expertise is deployed appropriately.
7. Provide training opportunities for learning support assistants, teachers and other stake holders to learn about SEND and work with other colleagues to deliver training on specific intervention programmes.
8. Disseminate good practice in SEND across the school and liaise with the Well Being Team.
9. Identify resources needed to meet the needs of pupils with SEND and advise the Headteacher of priorities for expenditure.
10. Contribute to Senior Leadership Meetings on the effectiveness of SEND provision in the school and be prepared to share this information with other stake holders.
11. Take the lead in liaising, co-ordinating and managing all external support offered to school locally and from the agency.

Standards and quality assurance

1. Support the aims and ethos of the school.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend and participate in parent's evenings, open evenings, student performances and events which support the school.
4. Uphold the school's behaviour code.
5. Participate in staff training and CPD.
6. Attend team and staff meetings.
7. Develop links with the SGB, other outside agencies, Family Hub and neighbouring schools.