



# Job Description

**Job Title:** SENCO

**Reporting to:** Principal

**Grade:** L1 to L5

## **Purpose of the Post**

To fulfil the role of SENCO for the Academy and provide an effective service delivery in line with Policies and Procedures governing the work of the service and a specialist teacher within area of responsibility.

## **Main Duties and Responsibilities**

- To be responsible for all aspects of pupils with SEND education and welfare in the mainstream setting and to enable them to participate as members of the Academy.
- Co-ordination, planning and chairing of all SEND reviews and EHC Annual Reviews
- To contribute to the Deeps ensuring that the SEND are represented in whole school policies, procedures and development planning.
- Provide specialist advice and support to pupils and their families.
- To monitor and evaluate impact of support and intervention for individual pupils.
- Provide specialist advice, guidance and support to the educational setting.
- Deliver specialist training to parents, educational providers and professionals from other agencies to promote inclusive practice.
- Network with parents, voluntary organisations, and other services/agencies to ensure information is effectively and appropriately shared.
- Contribute advice and support in the process of early identification, assessment and provision in line with SEND Code of Practice.
- Support the development of high quality provision, ensuring continuity at points of transition.
- Research, develop and share best practice with respect to inclusion and raising attainment within specialist area.
- Support the setting to effectively monitor progress of, and set targets for, pupils with SEND.
- Contribute to weekly Inclusion team meetings.
- Advise on access to specialist equipment and resources and be responsible for requesting orders for specialist equipment for use by pupils and ensuring that all specialist equipment supplied is properly maintained and correctly used.

- Engage in own professional development, updating knowledge and skills relating to educational issues and contribute to in-service events and professional development of others.
- Write clear concise reports as required.
- Prepare advice and information materials for parents, staff and other agencies.
- Ensure that confidentiality and security of information relating to the work is safeguarded.
- To liaise with the Principal, SLT staff, parents and governing body as required

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.