



Job Description

Job Title: SENCO

Reporting to: Principal

Grade: MPS/UPS/TLR

Accountable for: Providing support for students within the mainstream provision as appropriate

PURPOSE OF THE JOB

- 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.

KEY AREAS

- Undertake the main professional duties of a SENCO
- To deliver an appropriate balanced curriculum to pupils and provide SEND support within the mainstream setting
- To provide advice, support and training to all staff and to influence whole school teaching and learning practice ensuring achievement for all pupils with SEND.
- To contribute to identification, assessment and monitoring procedures for pupils with SEND ensuring that all pupils achieve and make significant and continuing progress
- To promote inclusion and achievement for all pupils.

DUTIES AND RESPONSIBILITIES

Professional duties of teachers

The professional duties of teachers are set out in the School Teachers Pay and Conditions Document and describe the duties required by all teachers.

Additionally the professional standards for teachers are professional statements of a teacher's professional attributes, professional knowledge and understanding, and professional skills and provide clarity of the expectations at each career stage. Teachers on the Main Pay Scale to work in line with the "Core" professional standards for Main Pay Scale (MPS) teachers. Teachers on the Upper Pay Scale are expected to work in line with the "Post Threshold" professional standards.

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

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.