



Post: Federation SENCO

Pay Scale: UPS 1 – L1

Responsible to: Executive Headteacher

Job purpose: To ensure all pupils fulfil their potential and are fully included in school life.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and conditions Document.

Teaching and learning

- Identify and adopt the most effective teaching approaches for pupils with SEND and share approach with colleagues.
- Monitor teaching and learning activities to meet the needs of pupils with SEND.
- Identify and promote teaching of skills that will develop pupils' ability to work independently.
- Liaise with other agencies to secure appropriate advice and support for children with SEND.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND and sharing of best practice.

Recording and assessment

- Work with colleagues to set challenging targets for raising achievement among pupils with SEND.
- Ensure robust tracking systems are in place to collect and interpret assessment information allowing the school to identify value-added by its quality first teaching programme and intervention strategies.
- Set up systems for screening pupils at "point of entry" identifying, assessing and reviewing provision for SEND children once identified.
- Update the Executive Headteacher and ELT on the effectiveness of provision for pupils with SEND.
- Develop understanding across the school of learning needs and the importance of raising achievement among SEND children.
- Attend 'My Plan', EHCP review meetings and parent evening consultations keeping parents informed about their child's progress.

Leadership and Management

- Ensure the school SEND register is up to date and all stake holders are fully informed about support programmes in place and planned.
- Ensure 'my plans' are monitored regularly, are live documents and their impact is assessed and progress can be evidenced.
- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND and understand the importance of Quality First Teaching taking ownership of additional provision and the progress children (with SEND) make in their class/teaching group.
- Take the lead in constructing the schools provision map ensuring intervention programmes target the right pupils and staff expertise is deployed appropriately.
- Advise, contribute to and, where appropriate, lead the professional development of staff to increase their effectiveness in responding to pupils with SEND and providing support.
- Disseminate good practice in SEND across the school.
- Identify resources needed to meet the needs of pupils with SEND and advise the Headteacher of priorities for expenditure.
- Organise, maintain and deploy existing resources to support SEND and monitor their effectiveness.
- 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.
- Take the lead in liaising, co-ordinating and managing all external support offered to, and purchased by, the school.

Standards and quality assurance

- Support the aims and values of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend, support and participate in open evenings and children's performances.
- Uphold the school's policies and procedures
- Participate in staff training.
- Attend team and staff meetings.
- Develop and maintain links with other agencies and schools.
- Develop and maintain effective partnerships between parents and the school's staff so as to promote pupils' learning; communicate effectively; providing information to parents about targets, achievements and progress.

Resources and Support

Supervision will be provided by the Headteacher and administrative support will be available from the admin assistant.

Review

The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out. The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the school.

Signed: _____ **(Postholder) Date:** _____

Signed: _____ **(Headteacher) Date:** _____
