



St John the Divine Church of England Primary School – SENCO Job Description

Post title:	SENCO - Part Time
Grade:	MPS / UPR
Responsible to:	The Head Teacher and the Inclusion Manager
Responsible for:	SEND support assistants
Purpose of the job:	The SENCO is required to carry out the duties of a schoolteacher as set out in the School Teachers' Pay & Conditions Document and the Teachers' Standards.

Overall responsibility

- To lead, manage, develop and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils
- To model effective teaching, to coach and train colleagues and to teach across the school
- To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate

Key Accountabilities

Strategic direction and development of SEND provision in the school – with the support of and working with the Inclusion Manager - to:

- 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 SEND pupils
- Devise and promote plans to ensure the needs of pupils with SEND are met and that they are reflected in the school development plan
- Regularly monitor progress against targets for pupils with SEND 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 SEND and advise the Head Teacher on the level of resources required to maximise achievement
- 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 SEND
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately
- Ensure that pupils with SEND 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 SEND
- Collect and interpret specialist assessment data on SEND to inform practice
- Work with pupils, class teacher and key stage managers to ensure realistic and challenging expectations of pupils with SEND
- Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEND

Leading and managing Staff – to:

- Achieve constructive working relationships and establish opportunities for support assistants and other teachers to review the needs, progress and targets of pupils with SEND
- Provide regular information to Senior Leadership Team (SLT) and governors on the effectiveness of SEND provision and outcomes
- Advise and contribute to all aspects of SEND 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 SEND 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 SEND children and ensure they are used efficiently, effectively and safely
- Oversee and monitor appropriate budget allocations in liaison with the Head Teacher and School Finance Officer

Additional responsibilities and general requirements – to:

- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Head Teacher
- 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

General Expectations:

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head teacher. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.