



## JOB DESCRIPTION

<b>Job Title:</b>	<b>SENCO</b>
<b>Responsible to:</b>	<b>Senior Assistant Principal – 'Inclusivity of Learning' Directorate</b>
<b>Salary:</b>	<b>UPS and TLR2</b>
<b>Working arrangements:</b>	<b>32.5 hours per week</b>
<b>Purpose:</b>	

The SENCO will be accountable for:

- Reporting to the Senior Leadership Team and Governing Body, contributing to the development and implementation of the strategic and operational SEND plans, projects and objectives.
- Ensuring that all SEND pupils are provided with full access to a broad, balanced and relevant curriculum offer (ie. alternative curriculum, where necessary).
- Providing inspirational leadership for the SEND department, fostering a culture of high expectations and inclusive practice.
- Promoting and maintaining effective partnerships with all key stakeholders, ensuring coordinated provision for pupils with SEND.
- Overseeing SEND finances, ensuring resources are allocated to maximise pupil outcomes.
- Maintaining and implementing SEND policies and practices which reflect the school's commitment to high achievement for children and young people with complex needs, including learning difficulties and disabilities, social, emotional and mental health needs and challenging behaviour.
- Reviewing and responding to pupil placement consultations including managing responses within statutory time scales.
- Overall management of the EHCP process.
- Advocating for all pupils with SEND, ensuring that every staff member provides the highest standard of support.

### Key Duties and Activities:

#### 1. Strategic Plans, Policies and Objectives

- Provide strategic leadership of SEND policies, including their review and compliance with National and Local Authority guidance.
- Monitor the implementation of SEND policies to ensure equality, inclusion and best practice across the school.
- Support staff applying policies and interventions, working with leaders to ensure the school fulfils its responsibilities under the Equality Act 2010, including reasonable adjustments and access arrangements.
- Prepare and review statutory information required by the Governing Body.
- Contribute to the College Development Plan and whole-school policy.
- Identify staff training needs and coordinate appropriate professional development opportunities.
- Devise and deliver high quality INSET that develops staff expertise and inclusive practice.
- Carry out impact assessments where required.
- Ensure the contribution to the Local Offer is accurate and reviewed annually.

#### 2. Managing Pupil Placement Consultations

- Work with the Principal to manage and respond to placement consultations from the Local Authority and other authorities.
- Provide timely and well-informed responses within statutory timescales.
- Liaise with Local Authority Assessment and Planning Officers regarding placement consultations and decisions.
- Represent the school in SEND tribunals, where appropriate.

- Communicate agreed placement decisions clearly with relevant staff to support admissions and transitions into school.

### **3. Overall Management and Leadership of the EHCP Review Process**

- Ensure that EHCPs for new pupils are communicated to staff and stored securely.
- Ensure adherence to GDPR Policy.
- Oversee the timely completion of EHCP reviews in line with statutory requirements.
- Lead staff training on understanding EHCPs and contributing effectively to reviews, with a particular focus on objective setting.

### **4. Teaching and Learning**

- Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEND.
- Liaise with external agencies, specialists and other schools to co-ordinate their contribution, provide the most effective and value-added support and ensure continuity of provision.
- Work with staff to develop effective ways of bridging barriers to learning through:
  - assessment of needs
  - monitoring of teaching quality and pupil achievement
  - target setting
  - keeping accurate records
- Collect, analyse and interpret relevant school, local, national and specialist assessment data to inform practice.
- Have overview of day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies.
- Work with the SLT, teachers, key stage co-ordinators and pastoral staff to ensure all pupils' learning is of equal importance and that there are high and realistic expectations of pupils.

### **5. Leading and Managing**

- Provide professional guidance to staff to secure good teaching for SEND pupils through both written guidance and meetings.
- Lead on the performance management process for the SEND Department.
- Provide regular information to the Principal and Governing Body on the evaluation of SEND provision.

### **6. Department Leadership**

- Advise the Principal and Governing Body of priorities for deployment of staff, and utilise resources with maximum efficiency.
- Maintain and develop staffing, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies.
- Work with external agencies to maximise resources made available.

### **7. Other Professional Duties**

- Attend Year 6 Annual Reviews for EHCP pupils (as appropriate) to help facilitate academic continuity and progression through the development of a transition programme.
- Liaise with parents/carers of Year 5 pupils requiring advice about provision.
- Liaise with parents/carers of Year 11 pupils for transition to further education.

**The SENCO will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.**

**Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal and Line Manager.**