



Hinguar Primary School and Nursery

Job details

Job Title: SENCO

Salary: Main Pay Range/Upper Pay Range

Additional Responsibilities: TLR2A

Contract type: Permanent

Reporting to: Head Teacher

Main purpose

Strategic development of the school's Special Educational Needs and Disabilities (SEND) provision, PP provision, CLA provision and oversight of the day-to-day operation of these with the aim of raising pupil achievement for these vulnerable groups.

Duties and responsibilities

Strategic development of SEND, PP and CLA policy and provision

- Have a strategic overview of provision for pupils with SEND, PP, CLA across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND, PP, CLA
- Ensure the SEND, PP and CLA policies are put into practice, and that the objectives of these policies are reflected in day to day school practice
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, ensuring all PP, CLA, SEND funding is allocated and used for the best needs of the pupils

Operation of the SEND, PP, CLA policy and co-ordination of provision

- Maintain an accurate SEN, PP, CLA register and school wide provision map
- Provide guidance to colleagues on teaching pupils with SEND, PP, CLA, and advise on the graduated approach to SEND support
- Plan, monitor and support the appropriate provision of interventions for pupils with additional needs
- Be aware of the provision in the local offer and ensure that the school's offer is compliant
- Work with Trust Inclusion Lead, other Trust SENCOs, early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies and parents regarding pupils with SEND, PP, CLA

- Analyse assessment data for pupils with SEND, PP, CLA, monitoring impact of additional provision
- Implement and lead intervention groups for pupils with SEND, PP, CLA, and evaluate their effectiveness

Support for pupils with SEND, PP, CLA

- Identify a pupil's SEND
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date and be familiar with Edukey
- Review the education, health and care plan with parents/carers and the pupil
- Communicate regularly with parents/carers
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

Leadership and management

- Work with the SLT and Inclusion team to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Implement agreed school policies and guidelines with regards to Child Protection & Safeguarding, Health and Safety, Teaching & Learning, the Curriculum, Assessment, Inclusion (including SEND, AMA, Looked After, EAL etc.), Equal Opportunities, Specific Subjects, the various Personnel and Management requirements, as well as others determined by the Local Governing Body of Richmond Avenue Primary and Nursery School.
- Prepare and review information the AC / MAT is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and ensure implementation of how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND, PP, CLA
- Manage the Learning Mentor and teaching assistants working with pupils with SEND, PP, CLA
- Conduct appraisal of the Learning Mentor and LSAs and produce appraisal reports
- Monitor and review staff performance on an ongoing basis
- Conduct fortnightly pastoral meetings with the Learning Mentor and share the outcomes/minutes with all staff in support of all vulnerable pupils.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and returns are completed accurately and submitted within required deadlines.

- To deal with correspondence promptly and as required.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equality, Diversity and Inclusion Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, security, confidentiality, and data protection reporting all concerns to an appropriate person.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement we reserve the right to make reasonable changes to your job description which is commensurate with your grade after consultation with you.

