



JOB DESCRIPTION AND PERSON SPECIFICATION

THE ROLE: SENCO

RESPONSIBLE TO: Head

DEPARTMENT: Learning Support

RESPONSIBLE FOR: Assessment of pupils and SEN provision

MAIN DUTIES

1. Assessing, coordinating and monitoring the provision for SEN and Learning Support pupils.

ASSESSMENT

1. New Pupils as required by HM.
2. Pupils referred by HOY, teachers and parents giving cause for concern with regards to progress.
3. Produce reports summarising findings and recommendations for HM, teachers, parents and outside agencies.
4. Access Arrangements for internal and external exams.

PUPILS

1. Meet with individual pupils who give cause for concern.
2. Monitor/track pupils.
3. Identify and support the implementation of the effective teaching approaches for children with SEN/ Learning Difficulties.
4. Liaise with transition schools/college and parents to ensure continuity of learning.

WHOLE TEACHING STAFF

1. Provide guidance to all staff to assist planning, teaching and further support of pupils.
2. Update additional information on pupils with Learning difficulties/SEN.
3. Provide staff INSET.
4. Update staff on legal responsibilities with regards to SEND.
5. With the Head of Year, monitor that staff follow and adopt the recommendations as summarised from parent/pupil meetings.
6. Attend whole staff INSET days

MEETINGS

1. Agree, write, monitor and update the 'Educational Summary & Recommendations' document for all Supported learners, SEN support and EHCP pupils.
2. Hold review meetings with parents.
3. Organise all EHCP Review meetings and complete all documentation for the Local Authority.
4. Attend all Parents' evenings.



5. Liaise and meet with outside agencies – Educational Psychologists, Speech and Language Therapists, Occupational Therapists and in more complex cases coordinate/attend Multi-Disciplinary Team Meetings for SEN/Learning Support pupils.
6. Attend SENCO network meetings.

DEPARTMENT – SENCO with the Learning Support Manager

1. Write SEN/ Learning Support handbook, Development Plan and information for LS staff.
2. Provide direction, leadership and expectations for all staff.
3. Hold weekly Learning Support staff meetings.
4. Write pupil reports.
5. Attend all Heads of Subject meetings – prepare information as required for the meeting and action any points/ disseminate information from the meeting to department members.
6. Attend INSET to update experience/qualifications as required by the post, such as for JCQ access arrangements.
7. Liaise with and advise the school's Exams Officer with regards to managing all access arrangements.
8. Prepare and maintain all documentation as required by JCQ and present to inspectors on demand.
9. Ensure the school complies fully with all relevant legislation pertaining to SEN and disability rights, updating and emending school policy as required.
10. Prepare and respond to Dfe Census requirements.
11. Prepare and respond to ISI/ HMC Inspection requirements.

HEADMASTER

1. Update the headmaster on the provision for SEN pupils at the school.

WHOLE SCHOOL EXPECTATIONS

- Attend staff briefings, INSET and staff meetings.
- Take an active role in own professional development, attending courses as required, sharing information with colleagues as appropriate to encourage development of other members of staff.
- Make good use of school email, replying to colleagues, pupils and parents appropriately and in a timely manner.

The post holder will be expected to contribute to the co-curricular life of the School as appropriate.



PERSON SPECIFICATION

EDUCATION AND QUALIFICATIONS	Essential	Desirable
Degree in area of SEN		X
Post Graduate or Equivalent to Level 7 relating to SEN and individual specialist assessment.		X
Teaching Qualification	X	
Maths, English & IT Level 2	X	
EXPERIENCE		
Experience of teaching and training	X	
Familiarity with the national curriculum for area of expertise	X	
BASIC SKILLS AND COMPETENCIES		
Effective teaching skills	X	
Effective assessing skills	X	
Relationship management skills	X	
Ability to work in a team and also use own initiative	X	
Proven organisation and planning skills	X	
A strong commitment to Safeguarding	X	
Excellent communication skills	X	
Evidence of Continued Professional Development	X	