

# **WADDESDON CHURCH OF ENGLAND SCHOOL**

## **SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR (SENCo)**

Relevant teaching scale + TLR (£8,257)

### **JOB DESCRIPTION**

#### **OVERARCHING ROLE:**

- To lead and manage the SEN Team to ensure that disabled students, students with special educational needs and students benefiting from Enrichment Support learn well, make rapid and sustained progress and enjoy excellent personal development.

#### **MAIN PURPOSE**

- Determine the strategic development of Special Educational Needs (SEN) policy and provision the school.
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual students with SEN or a disability.
- Provide professional guidance to colleagues working closely with staff, parents and other agencies.

#### **STRATEGIC DEVELOPMENT OF SEN POLICY AND PROVISION**

- Have a strategic overview of provision for students with SEN or a disability across the school, monitoring and reviewing the quality of provision.
- Contribute to the school self-evaluation, particularly with respect to provision for students with SEN or a disability.
- Ensure that the SEN Policy is put into practice, and that the objectives of the policy are reflected in the school development plan.
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy or practice.
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective.

#### **OPERATION OF THE SEN POLICY AND CO-ORDINATION OF PROVISION**

- Maintain an accurate SEND register.
- Provide guidance to colleagues on teaching students with SEN or a disability, and advise on the graduated approach to SEN support.
- Advise on the use of the school's budget and other resources to meet students' needs effectively, including staff deployment.
- Be aware of provision in the local offer.
- Work with other schools, educational psychologists, health and social care professionals, and other external agencies.
- Be a key point of contact for external agencies, especially the local authority.
- Analyse assessment data for students with SEN or a disability.
- Implement and lead intervention groups for students with SEN, and evaluate their effectiveness.
- Oversee the process for exam access arrangements.

## **SUPPORT FOR STUDENTS WITH SEN OR A DISABILITY**

- Identify a student's SEN.
- Co-ordinate provision that meets the student's needs, and monitor its effectiveness.
- Secure relevant services for the student.
- Ensure records are maintained and kept up-to-date.
- Review the education, health and care plan with parents, or carers and the student.
- Communicate regularly with parents or carers.
- Ensure that if the student transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the student.
- Promote the student's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.
- Work with the designated teacher for CLA and PLAA, where a looked-after, or previously looked-after student has SEN or a disability.

## **LEADERSHIP AND MANAGEMENT**

- Work with the Headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Prepare and review information the Governing Body is required to publish.
- Contribute to the school development plan.
- Identify training needs for staff and how to meet these needs.
- Lead INSET for staff.
- Share procedural information, such as the school's SEN Policy.
- Promote and ethos and culture that supports the school's SEN Policy and promotes good outcomes for students with SEN or a disability.
- Lead and manage Learning Support Assistants working with students with SEN or a disability.
- Lead staff performance management and produce performance management reports.
- Review staff performance on an on-going basis.

## **OTHER AREAS OF RESPONSIBILITY**

- Lead on the small group intervention strategies.
- Work with students with behaviour concerns through interventions and supported individual work.

## **GENERAL DUTIES**

- 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.
- To represent the school at relevant meetings as requested by the Headteacher.
- To provide effective line management for the work of others as agreed with the Headteacher.
- To oversee the work of others to support the personal, moral, spiritual, and cultural development of students.
- To attend governor committee meetings and provide information, advice and guidance, as appropriate.
- To carry out other duties as reasonably requested by the Headteacher.