



Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Job Title: SENCO (Primary & Secondary Academies)
Reporting to: Headteacher
Liaising with: Senior Leadership Team, teaching and support staff, governing bodies, external agencies and parents

Purpose:

The SENCO will provide leadership and management of the Academy's inclusion and SEND responsibilities, ensuring these are effectively and appropriately implemented throughout the school. The SENCO will have direct supervisory responsibility for the Teaching Assistants.

Key Tasks

- To be responsible for whole school policy on Special Educational Needs and Disability including the integration of pupils with Special Educational Needs (SEND) / EAL / PP / CLA / AMA.
- To consult with the Headteacher on the admission and transfer policy of pupils with Special Educational Needs and Disabilities.
- To liaise with relevant staff to ensure a smooth transfer of pupils with SEND / EAL / PP / CLA / AMA throughout the Academy.
- To liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND/ EAL/ PP / CLA / AMA.
- To support staff in structuring learning programmes to meet educational requirements of pupils with SEND. To provide information for staff when appropriate, regarding additional requirements.
- To monitor the progress and achievements of children with SEND throughout the school, keeping under review the process of Education, Health and Care Plans in conjunction with the Headteacher and other teaching staff.
- To attend meetings and courses relevant to SEND and report back to staff as appropriate.
- To liaise on behalf of staff, with teaching assistants and external agencies in relation to pupils with SEND / EAL/ PP / CLA / AMA.

- To represent the Academy, together with the Headteacher, at the review meetings for individual pupils and Local Authority meetings for SEND/ EAL/ PP / CLA/ AMA.
- To be responsible for the special equipment/stock for pupils with SEND / EAL / PP / CLA / AMA and to consult with the Headteacher regarding the purchase of new equipment.
- To assist the staff in the identification and assessment of pupils with SEND/ EAL / PP / CLA / AMA and the development of Provision Maps, to liaise with Educational Psychologists and LA Support Team, regarding additional/modified educational provision for such pupils.
- To keep abreast of educational research and developments in the area of SEND / EAL / PP / CLA / AMA and make available new publications and materials for staff use and discussion.
- To work closely with parents/guardians/carers to monitor and review the needs of the child.
- To act in accordance with the Equal opportunities Policy, Health and Safety Policy and academy confidentiality guidelines.
- To ensure that targets are set and evaluated for raising achievement among pupils with SEND/ EAL/ PP/ CLA / AMA.
- To ensure the collection and interpretation of specialist assessment data.
- To ensure that all paperwork is completed to the highest standard and in an appropriate timeframe.
- To set up systems for identifying, assessing and reviewing SEND/ EAL/ PP/ CLA/ AMA.
- To update the Headteacher and local governing body on the effectiveness of provision for pupils with SEND/ EAL/ PP/ CLA / AMA.
- To have an understanding of learning needs and the importance of raising achievement among all pupils.
- To encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND / EAL/ PP / CLA / AMA.
- To provide training opportunities for members of staff to learn about SEND/ EAL / PP / CLA / AMA.
- To provide a structured CPD Plan for all teaching assistants to upgrade their knowledge and skills in the area of SEN and EAL.

- To work with groups of SEND / EAL/ PP / CLA / AMA children.
- To apply for appropriate funding from the LA to support children.

Person Specification

- DfE recognised Qualified Teacher Status
- Demonstrates understanding of the principles of Primary Education as appropriate.
- Successful completion of the National SENCO Award.
- Undergo training in positive handling and keep up-to-date with developments in the area of Special Educational Needs
- Possess excellent ICT and data analysis skills
- Demonstrate experience of staff management
- Demonstrate a systematic approach in carrying out the practical tasks. associated with the role, including liaising and communicating with other colleagues, within and across phases, including the leadership team
- Commitment to CPD in accordance with DfE guidelines

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipated changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....