

JOB DESCRIPTION: SENCO

RESPONSIBLE TO: Head teacher

JOB SUMMARY: The post holder will be expected to lead the support of learning across the school and co-ordinate flexible, person-centred programmes of study for designated individuals and groups of young people with SEMH and complex needs. To take responsibility in developing the holistic provision and interventions for pupils in consultation with the Head teacher that will support the progress for all children.

HOURS OF WORK: 195 days per year (Term Time Only). Hours to be agreed with the Principal

DUTIES AND RESPONSIBILITIES

Job Responsibilities:

1. To plan and chair all Annual Reviews of pupil's with statements of special educational needs or EHCPs, and produce written reports as required, as well as attend other multi agency meetings.
2. To provide good channels of communication between the Head teacher, the education team, parents, carers and relevant multi-agencies.
3. To oversee all baselining and screening assessments on entry to the school and subsequent baseline testing to monitor effective progress.
4. To develop with the Head teacher an annual whole school SEN improvement plan.
5. To oversee and deliver where necessary programmes of intervention with a focus to improve pupil progress in literacy and numeracy.
6. To review and develop Teaching and Learning policy throughout the school within agreed areas of responsibility.
7. To ensure clear differentiated learning objectives for each lesson are set.
8. To create a well ordered and calm environment that is stimulating and purposeful for all pupils through close working with the behaviour management leader.
9. To organise a whole school learning environment that enables pupils to take ownership of their learning.
10. To take account of each pupil's culture and to ensure this is reflected in displays, materials and through the curriculum.
11. To provide a welcoming and positive atmosphere for all stakeholders.

12. To ensure that Individual Education Plans are written and kept up to date for all pupils.
13. To assist the school in its partnership with parents/carers/residential staff; providing them with information about the curriculum, attainment, progress, and targets
14. Provide feedback in reviews where the Head teacher is not available or as directed.
15. To take responsibility for the line management and appraisal of learning support assistants.
16. To assist with the training of the learning support assistants and other colleagues as appropriate.
17. To assist and implement a broad, balanced and relevant curriculum for all pupils.
18. Assist the Head teacher in relation to the duties of an examinations officer.
19. To undertake on-going assessment of the pupils attainment in relation to the schemes of work and the IEPs.
20. To oversee the development of detailed records of pupils' progress including the records of achievement.
21. To ensure the teaching areas are in keeping with the pupil's needs.
22. To undertake any task under the reasonable direction of the Head Teacher.

**PERSON SPECIFICATION
SENCO**

General Characteristics	Essential	Desirable
The skills and experience demanded of a successful teacher	✓	
A sound understanding of the complexity of special educational needs	✓	
The ability to build on the good practice in the school	✓	
Qualifications/Professional Development		
Good understanding of curriculum issues across the whole range of subjects of the National Curriculum	✓	
Good communication skills	✓	
Ability to deliver courses across the whole range of subjects of the National Curriculum and to baseline and moderate work against National Curriculum standards	✓	
Qualified teacher status	✓	
To have completed the SENCo qualification	✓	
Experience of working with pupils with emotional & behavioural difficulties who may have challenging behaviour	✓	
Experience in working in a multicultural environment	✓	
Experience of working with a multi-professional team/residential school		✓
Experience of managing staff	✓	
Experience of working with SEBD pupils	✓	
Qualification in special educational needs	✓	
Knowledge and understanding of the Ofsted Inspection process	✓	
Personal Attributes		
Ability to work with a successful team	✓	
A calm and positive attitude to all aspects of school life	✓	
A caring and sensitive attitude towards pupils which values all individuals	✓	
Ability to foster a feeling of mutual respect in both adults and pupils	✓	
The ability to innovate, carefully plan and express ideas	✓	
A commitment to the implementation of an Equal Opportunity Policy	✓	
A commitment to safely managing the behaviour of vulnerable pupils	✓	
An ability to give effective feedback	✓	
Demonstrate good interpersonal skills	✓	