**Sellincourt Primary School**

**Job Description: SENCo – (Full Time)**

DURATION: Full-time permanent

POST: SENCo

GRADE: Teacher Salary + TLR 2

RESPONSIBLE TO: Headteacher

RESPONSIBLE FOR : SEND

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| TERMS AND CONDITIONS | This is a management post within the school’s staffing structure. The responsibility is in addition to the general, particular and professional duties as set out in the School Teachers’ Pay and Conditions of Employment Document and in accordance with the Professional Standards for Teachers.  These duties must be carried out in accordance with National Curriculum requirements, the aims of the school, school policies and any policies of the Governing Body |
| STATUS | **Senior post within the school’s staffing structure which carries with it membership of the Senior Leadership Team. The post-holder is accountable to the Headteacher.** |
| **JOB PURPOSE** | In addition to those professional responsibilities which are common to all classroom teachers in the school, the post-holders key responsibilities will be to:   * Take responsibility for the day to day operation of provision made by the school for pupils with SEND and provide professional guidance in the area of SEND, in order to secure high quality teaching and learning and the effective use of resources to bring about improved standards of achievement for all pupils. * Ensure all pupils with SEND achieve their maximum potential * Fulfil all relevant duties as a SENCo; * Manage the day-today operation of the school’s SEND and other related policies including managing the provision for SEND pupils and deployment of relevant staff; * To act as Deputy DSL across the school; * Deployment and training of all TAs; * To support the leadership and management of safeguarding policies and procedures across the school; * To undertake any professional duties reasonably delegated by the Headteacher. |
| **POLICY AND LEGAL FRAMEWORK** | To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:   * School policies and guidelines on the curriculum and school organisation * Wandsworth Council’s Policies * National Standards for SENCO’s * The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment * SEND Code of Practice * Common core of skills and knowledge for the children’s workforce. |
| **RELATIONSHIPS** | The potholder is responsible to the:   * Headteacher in all matters. * To work in co-operation with the teacher responsible for Safeguarding and the Counselling Service, Place2Be leader   The postholder is responsible for:   * The line management and supervision of all teaching staff with regards to the provision for pupils with SEND * The supervision, training and deployment of all Teaching Assistants * The coaching, mentoring and development of all TAs and any other staff within the SEND team.   The postholder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum and its impact on the school SEND policy, with the aim of improving teaching and learning across the school.  The postholder will also be expected to network and liaise with SENCO’s across the LA and wider, to ensure a consistency of approach regarding transition, etc. |
| **ACCOUNTABILITIES**   1. **Strategic Direction** | * Develop, implement, monitor and maintain SEND policies and practices which reflect the school’s commitment to high achievement and which are consistent with national and school strategies and policies. * Establish short, medium and long term plans for the development and resourcing of the SEND function. * Monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning for pupils with SEND * Manage the professional development of staff within the SEND area and evaluate the impact on teaching and learning. * Coach all members of staff across the school / college to recognise and fulfil their statutory responsibilities to pupils with SEND. * Disseminate good practice relating to SEND through INSET, coaching and mentoring mechanisms. * To advise the Headteacher on the strategic direction and development of all aspects of SEND inclusion and lead development in those areas * To monitor and evaluate the implementation of the school improvement plan * To contribute to relevant sections of the SEF and the School Improvement Plan * To report to the Governors on a termly basis regarding pupils with SEND * To liaise with the link governors on a termly basis for SEND |
| 1. **Teaching and Learning** | * To monitor the quality of teaching and learning, including planning for the relevant groups of pupils and share judgements with teachers and support staff as appropriate to inform further improvements; * To support all staff in understanding the needs of the above pupils and help to identify and disseminate the most effective teaching methods for those groups; * To demonstrate, teach and plan alongside teaching and support staff to ensure best practice * To liaise with other leaders to ensure the delivery of an appropriate comprehensive, high quality and cost-effective curriculum programme which complements the school’s strategic objectives. * To keep abreast of any new developments in the teaching and assessment of the relevant groups * To disseminate information and initiatives to all members of staff |
| 1. **Leading and Managing Staff** | * Develop an understanding of SEND across curriculum teams and individuals with the view of enhancing performance in this area. * Develop coaching and mentoring systems to ensure the support and development of all staff working within the SEND area. * Plan, delegate and evaluate work carried out by team(s) and individuals, and ensure a consistent approach regarding SEND across the school / college. * Promote a creative and collaborative working environment. * Create, maintain and enhance effective relationships. |
| 1. **Curriculum development** | * To ensure the curriculum and resources reflect the diversity of the school community * In conjunction with the other members of the leadership team, to be responsible for identifying resource needs and their efficient/effective use * To be responsible for managing the budgets for the relevant areas |
| 1. **Communication** | * To liaise with staff to ensure that there is a consistent approach to teaching and learning for the relevant groups throughout the school. * To manage liaison with parents, carers, staff, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision * To provide information for parents, carers and governors so that they have an understanding of school policies and their implementation * To meet with the Place2Be project manager and Welfare teacher on a regular basis to discuss referrals and the progress of individuals receiving support. |
| 1. **Staff Development** | * To be performance review team leader for TAs and SEND staff * To identify key professional development needs and lead staff meetings as appropriate * To ensure that needs are addressed through the provision of high quality coaching and mentoring * To be responsible for the induction of staff new to providing support to the above groups * To ensure that class teachers realise their responsibility towards individuals in the relevant groups and are equipped and confident to meet their differing needs. * To arrange appropriate CPD for TAs and SEND teachers. |
| 1. **Assessment** | * To co-ordinate the compilation of assessment results and target setting for the above groups * To ensure that appropriate attainment targets exist for individual pupils in the relevant groups * To make use of our tracking systems to analyse evaluate performance data in order to improve pupil progress and attainment for the relevant groups * To evaluate all SEN intervention on a termly basis to determine the impact |
| 1. **Resource Management:** | * Identify resources needed to meet the needs of pupils with SEND and advise the Headteacher and Governing Body of priorities for expenditure. * Monitor and control the use of these resources. |
| **ADDITIONAL DUTIES** | * To play a full part in the life of the school community, to support its ethos and to encourage other staff and pupils to follow this example. * To continue personal professional development as agreed and aim to complete the national qualification for SENCO’s * To attend LA SENCo meeting where required and complete recommended self-assessments * To be aware of and comply with our Code of Practice, policies and procedures related to Safeguarding, whistle blowing, Health & Safety and security, confidentiality and data protection and reporting all concerns to an appropriate person * To lead a share of assemblies * To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child Protection and safeguarding children and young people as this applies to this role within the organisation. * To be fully aware of the principles of safeguarding as they apply to vulnerable children and adults in relation to this role. * To ensure that your line manager is made aware of and kept fully informed of concerns which you may have in relation to safeguarding and/or child protection * Undertake other general tasks relevant to the job as required * To organise termly MAP meetings including all relevant partners * To ensure that the correct Wandsworth system is used as requested to share information with external agencies and to secure appropriate provision * To attend, lead or organise CORE group meetings, CP conferences, TAC and TAF meetings. |
| **POST THRESHOLD EXPECTATIONS** | * + provide a role-model for teaching and learning including doing demonstration lessons and partnership teaching;   + make a substantial and sustained contribution (specifically agreed through performance management system) to the raising of pupil standards and contribute effectively to the work of the wider school team. |
| **Other** | **The accountabilities detailed above should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.** |

Undertake any additional responsibilities or duties which from time to time may reasonably be directed by the Head teacher.

***This role description will be reviewed annually as part of the performance management review process after consultation with the Headteacher and postholder***

Signed……………………………………………Classteacher…………………date……………

Signed……………………………………………Headteacher…………………date………………

**June 2020**