# Job Description

**POST**: Special Educational Needs Co-ordinator (SENCO) **SCHOOL**: Willow Bank Infant School and Willow Bank Junior School **PAY RANGE**: MPS/UPS with SEN Allowance

**RESPONSIBLE TO**: The Governors of each school and the Local Authority

Job Purpose

To work closely with the headteachers, senior management and colleagues in the strategic development of both school's Special Educational Needs (SEN) policy and oversee the day-to-day operation of that policy with the aim of raising SEN pupil achievement.

# Areas of responsibility and key tasks:

Strategic Direction and Development of SEN Provision in the Schools (with the support of, and under the direction of the heads and leadership teams)

* exercise a key role in assisting the headteachers and governors with the strategic development of SEN policy / provision;
* support all staff in understanding the needs of SEN pupil and ensure the objectives to develop SEN are reflected in the school development plan;
* monitor progress of objectives and targets for pupils with SEN from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements;
* analyse and interpret relevant school, local and national data and advise the headteachers on the level of resources required to maximise achievement;
* liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

# Teaching and Learning

* support the identification of and disseminate the most effective teaching approaches for pupils with SEN;
* work with head teachers and staff to develop effective ways of bridging barriers to learning through:
  + assessment of needs
  + monitoring of teaching quality and pupil achievement
  + target setting, including IEPs
  + developing a recording system for progress
* collect and interpret specialist assessment data to inform practice;
* undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies;
* work with head teachers, teachers, key stage co-ordinators and

pastoral staff to ensure all pupils learning is of equal importance and that there are realistic expectations of pupils;

* consider the range of teaching strategies / equipment that could be utilised for pupils that additional support.

# Leading and managing

* provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings;
* contribute to the performance management process SEN teachers and Support Assistants;
* advise on and contribute to the professional development of staff, including whole school INSET provision;
* provide regular information to the head teachers and governing bodies on the evaluation of SEN provision contribute to the performance management process SEN teachers and Support Assistants;
* advise on and contribute to the professional development of staff, including whole school INSET provision for both schools.
* provide regular information to the head teachers and governing bodies on the evaluation of SEN provision.
* Line manage the Learning Support Assistants in both schools.

# Effective deployment of staff and resources

* advise the head teachers and governing bodies of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency;
* maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies.

# Other professional requirements

* Co-ordinate and chair all Annual Reviews.
* To plan and implement a smooth transition from the Infant school to the Junior school
* To attend SLT meetings at both schools