



SPECIAL EDUCATIONAL NEEDS COORDINATOR (SENCO) JOB DESCRIPTION

The SENCo at Red House School has whole-school responsibility for the strategic development of the School's Special Educational Needs and Disability (SEND) provision and oversight of the day-to-day operation of that policy with the aim of raising SEND pupil achievement.

Areas of responsibility and key tasks:

- Oversee provision to facilitate the progress of pupils with SEND.
- Support all staff in understanding the needs of SEND pupils.
- Support departmental developments of SEND provision.
- Monitor progress towards targets for pupils with SEND.
- Analyse and interpret relevant data.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- When the need arises, ensure that the school carries out its statutory responsibilities regarding all pupils with an Educational and Health Care Plans (EHCP).

ACCOUNTABLE

The SENCo will report to the Assistant Head (Academic) for pupil in Years 6-11 and to the Head of the Junior School for children in Nursery to Year 5, and, through them, they are ultimately responsible to the Head.

SPECIFIC RESPONSIBILITIES

Teaching and Learning

- Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEND and EAL and advise teachers on and assist them in the differentiation of work for pupils with learning difficulties
- Work with staff to develop effective ways of bridging barriers to learning through:
 - Assessment of needs.
 - Monitoring of teaching quality and pupil achievement and progress.
 - Target setting.
 - Keeping accurate records.
 - Educational and Health Care Plans (EHCPs).
- Collect and interpret specialist assessment data to inform practice.
- Organise and supervise the Access Arrangements for eligible pupils in internal and external examinations, liaising with the Exams Officer and Assistant Head (Academic) as appropriate. The ability to assess for Access Arrangements would be desirable.
- Review Access Arrangements for internal examinations and exam papers/results in the post-exam period.
- Undertake day-to-day coordination of SEND pupils' provisions through close liaison with staff, parents and external agencies.
- Work with members of the Senior Management Team (SMT), Heads of Year, Heads of Department, Key Stage Coordinators, teachers, teaching assistants and other pastoral staff to ensure all pupils' learning is of equal importance and that there are high and realistic expectations of pupils.

- Keep abreast of SEND educational developments and legislation, read widely and summarise for the Head and other staff newly published educational documents and papers which have significance for primary and secondary SEND education and provision.

Leadership and Management

- To maintain a SEND register and evaluate the effectiveness of provision.
- Undertake annual training to keep abreast of any changes to JCQ Access Arrangements.
- Supervise the SEND Lead in the Junior School and the Teaching Assistant in the Senior School.
- Provide professional guidance to staff to secure good teaching for SEND pupils, through both written guidance, meetings; contribute to the professional development of staff, including whole school INSET provision.
- Provide information as needed to the Head, the SMT and the Board of Governors on the evaluation of SEND provision.
- Update the Head and the Board of Governors, on issues pertaining to SEND through the termly Education Committee.
- To discuss SEND matters and progress of SEND pupils during ISI inspection.

Other professional requirements

- Organise whole year screening as appropriate.
- Keep parents informed about their child's progress through individual meetings and at Parent-Teacher Consultation Meetings when required.
- Attend the termly Education Committee meetings.
- Attend and contribute to weekly staff meetings.
- Attend all Senior School Report Meetings.
- Attend regular meetings with the Head of the Junior School and the Assistant Head (Academic) of the Senior School.
- Exercise a key role in assisting the Head and the Board of Governors with the strategic development of SEND policy and provision.
- To advise the SMT on relevant SEND INSET training for staff.
- To contribute to INSET days, as appropriate.
- Annually review and update the SEND and EAL policies; the Disability, Equality and Access Plan and the SEND Information Report.
- Organise SEND files for pupils at the end of Year 11 to transfer to their new colleges/schools, and for any pupils leaving Red House at other points in their educational journey.
- Coordinate all Annual Reviews and reviews of EHCPs and attend/chair when necessary.

GENERAL STAFF RESPONSIBILITIES

All School staff are expected to:

- Work towards and support the School vision and the current School objectives outlined in the School's Strategic Development Plan.
- Contribute to the School's programme of co-curricular activities and educational trips.
- Support and contribute to the School's responsibility for safeguarding pupils.
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors.
- Support and contribute to the School's drive towards sustainability and environmental education.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Engage actively in the School's performance management process - assisting in the performance review of colleagues through lesson observation and the setting of teaching objectives.
- Adhere to all School policies and the Staff Code of Conduct Policy.
- Attend meetings and contribute to the wider community of the School in ways which may be required by the Head and the Board of Governors e.g. weekly briefing, Academic, etc.
- Share pastoral concerns on a need to know basis with other members of staff via CPOMS and ISAMS Interventions.
- Liaise with parents where necessary.
- Support members of staff in maintaining firm but fair discipline, where necessary liaising with Form Tutors/Heads of Year/Deputy Head, before contacting parents.
- To lead by example, e.g. actively promoting mindfulness/positive mental health around School.
- Undertake other reasonable duties related to the job purpose required from time to time.

NOTES

All job descriptions for members of staff are viewed in relation to the delivery of the School's Strategic Development Plan.

Other tasks may be considered necessary by the Head in view of the changing needs/policies of the school. Some tasks may be modified, delegated or deleted as we may reasonably require in the future.