Aspire London

Special educational needs co-ordinator (SENCO)

Job details

Job title: Special educational needs co-ordinator (SENCO)

Salary: Main Scale – U3 with an additional SEN point

Hours: 27.5

Contract type: full-time, permanent

Reporting to: Head of School and Executive Headteacher

Main purpose

The SENCO, under the direction of the Executive Headteacher and Head of School, will:

- Determine the strategic development of special educational needs (SEN) and Medical Needs policy and provision in the school
- Be responsible for day-to-day operation of the SEN and Medical Needs policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Be the designated teacher for Looked After Children
- Be a member of the Senior Leadership Team
- The SENCO will be expected to fulfil the responsibilities of a teacher

Duties and responsibilities

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision

- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN, Medical Needs or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school development plan (SDP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
- Undertake Designated Safeguarding Lead training and act in such a position when required

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and work with class teachers to ensure individual provision maps are accurate and up to date
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Work effectively with parents and carers to ensure strong relationships
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness
- Maintain records on Scholarpack, CPOMS, Target Tracker and other software packages as required

Support for pupils with SEN or a disability

- Identify a pupil's SEN or Medical Need
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Regularly review the education, health and care plan (EHCP) with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN, Medical Need or a disability

Leadership and management

- Work with the Executive Headteacher, Head of School and Governors to ensure the School meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish

- Contribute to the school development plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEN and Medical Needs policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage teaching assistants (TAs) working with pupils with SEN, Medical Needs or a disability
- Lead staff appraisals for those within the SEN team

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow School policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher or Head of School.