

Salary Range:	Main Scale/UPS (depending on experience)
Responsible to:	Headteacher
Main Purpose of Job:	
The SENCO, under the direction of the headteacher, will:	
<ul style="list-style-type: none"> • Determine the strategic development of special educational needs (SEND) policy and provision in the school. • Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND or a disability. • Provide professional guidance to colleagues, working closely with staff, parents and other agencies. • Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document. 	
Key Responsibilities	
<ul style="list-style-type: none"> • Have a strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision. • Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND. • Maintain an up-to-date knowledge of national and local initiatives. • Operation of the SEND policy and co-ordination of provision • Maintain an accurate SEND register and provision map. • Provide guidance to colleagues on teaching pupils with SEND. • Advise on the graduated approach to SEND support. • 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. • Analyse assessment data for pupils with SEND. • Oversee intervention groups for pupils with SEND, and evaluate their effectiveness at wave 2 and 3 level. 	
Support for pupils with SEND	
<ul style="list-style-type: none"> • Identify a pupil's SEND. • 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. • Review the education, health and care plan with parents or carers and the pupil. • Communicate regularly with parents or carers. • Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities. 	

- Act as the Designated Lead for Looked After Children.

Leadership and management

- Work with the headteacher 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 improvement plan and whole-school policy.
- Identify training needs for staff and how to meet these needs.
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND.
- Lead and manage teaching assistants working with pupils with SEND.
- Undertake such other duties as are commensurate with the grade of the post. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks.