



Leigh Academies Trust
Job Description

Role: SENDCo

Responsible to: Principal

Purpose of role:

The SENCO, with the support of the SLT and governing body, takes responsibility for the day-to-day operation of the SEN policy, SEN information report and provision made by the school for pupils with learning difficulties or disabilities, working closely with staff, parents/carers and other agencies. The SENCO also provides professional guidance to staff in order to help ensure high quality teaching and the effective use of resources to secure an inclusive education.

Responsible for: Leading and managing SEN effectively in the school and overseeing the implementation of the SEN policy.

Teaching and Learning

- Identify and adopt the most effective teaching approaches for pupils with SEN and provide guidance for staff, including that reasonable adjustments are made
- Monitor teaching and learning activities to meet the needs of pupils with SEN
- Identify and provide study skills that will develop pupils' ability to work independently
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with

SEN

- Liaise with outside agencies so that appropriate teaching and learning strategies are employed
- Assess cases where it is claimed that a child's health reasons prioritise attendance at this school.
- Act as a source of expertise and guidance for staff who teach pupils with SEN

Recording and Assessment

- Support target setting arrangements for raising achievement among pupils with SEN through the Assess Plan Do Review process
- Coordinate systems for identifying, assessing and reviewing SEN, and reporting and recording their progress, including In School Reviews and Multi Academy Trust meetings
- Liaise closely with pastoral staff to help ensure pupils with SEN are fully included and make the expected progress
- Update the Principal and governing body on the effectiveness of provision for pupils with SEN
- Develop understanding of pupils' learning needs and the importance of raising achievement among pupils
- Liaise with parents/carers regarding their child's progress

Arrangements

- Produce a termly Report for the Principal on the progress of SEN pupils
- Monitor and track the academic progress of all pupils on the SEN register, and organise appropriate interventions in partnership with pastoral staff, teaching staff and parents through the Assess, Plan, Do, Review process.
- Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEN, including that the school complies with the disability equality duties
- Organise training opportunities for learning support assistants and other teachers to learn about SEN

- Disseminate excellent practice in SEN across the school
- Keep abreast of current developments and new initiatives
- Identify resources needed to meet the needs of pupils with SEN and support staff in their use, and advise the Principal of priorities for expenditure
- Advise the Principal, governing body and staff (as applicable) on the application of relevant legislation and the SEN Code of Practice.
- Review and update the SEN and Inclusion policies and have an input into other relevant policies, e.g. behaviour and discipline, Mental Health
- Participate in regular meetings with the appropriate Link Governor for SEN
- Oversee all SEN administration and documentation e.g. Provision Maps and personalised plan
- Produce an annual Accessibility Plan
- Produce a plan for the emergency evacuation of physically disabled pupils and monitor its effectiveness regularly.
- Ensure that staff responsible for the emergency evacuation of PD pupils are appropriately trained.
- Ensure that emergency evacuation equipment is fit for purpose

Standards and Quality Assurance

- Support the aims and ethos of the school in that all pupils are fully included
- Contribute to the strategic direction and development of SEN and deployment of staff
- Create confidence among staff to enable them to meet the needs of SEN pupils, including their social and emotional needs
- Make appropriate judgements and decisions over issues of confidentiality, the needs of pupils with SEN and when to consult others (internally and externally).
- Attend SENCO Network meetings both within the Trust and externally

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out in the foregoing.

Signature
Signed:
Print Name:
Date: