

Job Title:	Special Educational Needs Co-ordinator (SENCo)
Responsibility to:	Headteacher / Deputy Headteacher - Inclusion
Job Purpose:	To be one of the designated Safeguarding Officers. To lead and co-ordinate the teaching and learning of children who have any special educational needs, Pupil Premium and LAC from Foundation through to Year 6 as set out in the School Teachers' Pay and Conditions Document in the following key areas:

The SENCo ensures that children are delivered a curriculum that is accessible to their needs and that those areas of the curriculum are resourced, organised, taught and assessed efficiently and effectively.

Leadership:

- To encourage all members of staff to recognise and fulfil their statutory responsibilities as expected in the code of practice 2014 to pupils with SEND
- To provide training opportunities for Teaching Assistants and other teachers to learn about SEND
- To disseminate good practice in SEND across the school
- To identify resources needed to meet the needs of pupils with SEND and advise the Deputy Head - Inclusion of priorities for expenditure

Management:

- To maintain an up-to-date inventory of resources
- To oversee general tidiness of the resources
- To maintain an up-to-date SENCo file
- To attend relevant in-service training courses

Teaching and Learning:

- To identify and adopt the most effective teaching approaches for pupils with SEND
- To teach in and plan for the nurture unit
- To monitor teaching and learning activities to meet the needs of pupils with SEND
- To identify and teach study skills that will develop pupils' ability to work independently
- To liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND

Recording and Assessment - to assist Deputy Head – Inclusion:

- To set targets for raising achievement among pupils with SEND
- To collect and interpret specialist assessment data
- To assist up systems for identifying, assessing and reviewing SEND
- To update the Headteacher / Governing Body on the effectiveness of provision for pupils with SEND
- To develop understanding of learning needs and the importance of raising achievement among pupils
- To attend consultation evenings and keep parents informed about their child's progress

School Improvement: to assist Deputy Head – Inclusion:

- To participate with writing the SEF where appropriate
- To write and review an annual Subject Action Plan (part of the SIP)
- To plan to meet the objectives identified in the Subject Action Plan Plan, do, write and review
- To develop and review policies in line with relevant local and national developments
- To work with colleagues / LA Consultants & Ed. Psych's to achieve the highest possible standards for all pupils
- To participate in staff training and professional appraisal and development

Communication:

- To liaise with all members of staff and Governors, ensuring they are aware of developments
- To foster suitable and effective links with parents, agencies, other schools and the community

General:

- To follow school Health & Safety and Safeguarding procedures and notify relevant officer of any issues.

At The Kennet Federation all staff work under the conditions laid out in the DfES Pay and Conditions Document.

Signed		Date	
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