



## **HARLANDS PRIMARY SCHOOL**

### **JOB DESCRIPTION**

Post: **SENCO**

Responsible to: The Headteacher

### **Professional Duties**

#### **The Teachers' Standards issued by the DfE specify that:**

- Teachers make the education of their pupils their first concern
- Teachers are accountable for achieving the highest possible standards in work and conduct
- Teachers act with honesty and integrity
- Teachers have a strong subject knowledge
- Teachers keep their knowledge and skills as teachers up to date and are self-critical
- Teachers forge positive professional relationships
- Teachers work with parents in the best interests of their pupils

#### **Professional Standards:**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of, and respect for, the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

#### **Core Purpose of the Post**

To work closely with the head teacher, senior management and colleagues in the strategic development of the school's Special Educational Needs policy and oversee the day-to-day operation of that policy with the aim of raising D/SEN pupil achievement.

## **Main Responsibilities**

### **Strategic direction of D/SEN provision**

- Assist the Headteacher and governors with the strategic development of DSEN policy and provision
- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
- Ensure effective systems of communication, including feedback about pupil's learning to inform future planning.
- Monitoring the quality of support for pupils with D/SEN by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed.
- Analyse and interpret relevant school, local and national information relating to pupils with D/SEN and advise the Headteacher of the level of resources required to maximise achievement.
- Ensure that the objectives of the SEN policy are reflected in the school improvement plan.
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure the continuity of educational provision for pupils with DSEN.
- Ensure that pupils with D/SEN are enabled to share their views and that these are acted upon appropriately.
- Up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
- To contribute to the implementation of the safety regulations in accordance with the Health and Safety at Work Act 1974 and other DFE guidelines.

### **Teaching and Learning including the Progress and Achievement of Pupils**

- Support the identification of, and disseminate the most effective teaching approaches for pupils with DSEN.
- To monitor the achievements, welfare and behaviour of pupils, and to follow up the progress reviews, liaising with staff and parents when appropriate.
- To liaise with local authorities, feeder schools particularly regarding transition, and external agencies such as, EWO, EP, Alternative Education providers etc.
- To co-ordinate the application for and of special arrangements in external examinations.
- To influence the whole Teaching and Learning policy to promote aspects of inclusive teaching.
- Lead INSET regularly and where appropriate; this may include chairing and be a part of working parties.
- Provide opportunities for observation of colleagues/visits to other schools in order to share best practice.
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice.
- Work with pupils, subject leaders, class teachers to ensure realistic expectations of behaviour and achievement is set for D/SEN pupils.
- Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.
- Oversee and monitor the quality of targets and other support plans, maintaining detailed information for subsequent meetings with parents.

- Develop systems for colleagues to monitor and record progress made by pupils with D/SEN towards the achievement of targets and support plans.
- Review targets and support plans with parents, pupils, teachers and agree and communicate new targets.
- Supporting the Headteacher in meeting statutory responsibilities for D/SEN statements and their Annual Review.
- Lead the Annual Review meetings for pupils with a statement of special needs.

### **Leadership and Management**

- To lead the Learning Support Team and to make a contribution to the evaluation of the work of the department.
- To contribute to the school's improvement plan.
- To share good practice with colleagues.
- To support the professional development of all staff, including newly qualified teachers and initial teacher training students.
- To line manage effectively staff connected with the department.
- Advise the Headteacher on all staffing matters within the department.
- To appraise specified colleagues on an annual basis as required.
- Encourage all staff to recognise and fulfil their statutory responsibilities.
- Identify the training needs of staff and organise /coordinate INSET to be delivered by other professionals.
- Disseminate procedural information such as recommendations of the code of practice or the schools own SEN policy.
- Provide regular information to the Head, governing body on the evaluation of the effectiveness of provision for pupils with D/SEN, to inform decision-making and policy review.

### **Efficient and effective deployment of staff and resources**

- Provide advice to Head/SLT relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEN.
- Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school.

### **Safeguarding**

Harlands is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks, along with other relevant employment checks.

Notwithstanding the details in this job description, the job holder will undertake such duties as may be determined by the Headteacher from time to time up to, or on a level consistent with, the principal responsibilities of the job.