



Job Description

Job Title:	SENCO	School Name:	John Donne Primary School (part of Communitas Education Trust)
Grade and Range:	MPS + TLR 2B	Hours:	Full Time
Reports To:	Deputy Headteacher	Working Pattern:	Monday - Friday
		Supervises:	None

Purpose and context:	Strategic development of the school's Special Educational Needs & Disabilities (SEND) provision and oversight of the day-to-day operation of that policy with the aim of raising SEND pupil achievement.
-----------------------------	--

Main Duties & Responsibilities	<ul style="list-style-type: none"> • Design and oversee the implementation of the SEND vision, strategy and policy. • Maintain day-to-day responsibility for the operation of SEND policy and coordination of specific provision made to support individual pupils with SEND, including those who have EHC plans. • Liaise with teachers/parents/LA over EHCP plans. Write submissions and hold annual review meetings. • Make referrals and liaise with professionals and external agencies to ensure that pupils with SEND receive appropriate support and high quality teaching • Ensure recommendations from all professional reports are shared appropriately and implemented • Write and implement the SEND Development Plan • Maintain the SEND register and ensure information is accurate and up to date. • Identify needs and monitor the progress of SEND pupils. • Develop, implement, monitor and evaluate, alongside the SLT, teachers, parents/carers and outside agencies where necessary, Individual Learning Plans. • Alongside the SLT and relevant SEND teachers, analyse test data such as baseline assessment, results of national tests, standardised reading and cognitive ability tests; setting targets for SEND pupils as a result of using them
---	---

	<ul style="list-style-type: none"> • Meet with parents to advise and report on children’s progress. Listen to parents and consider their wishes and concerns. • To liaise and co-operate with other members of staff; parents, governors and the local community; organisations and networks relevant to SEND • Work with the Senior Leadership Team to ensure the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements • Keep abreast of current legislation and update departmental documentation appropriately • Ensure students with disabilities are appropriately catered for • Assist with pupil admissions to the school where Learning Development will be involved and liaise with potential next providers of education to ensure that a smooth transition is planned • Establish effective rapports with pupils in order to foster their enthusiasm for learning
--	--

<p>General Statements</p>	<ul style="list-style-type: none"> • Required to carry out all reasonable duties and responsibilities of the post in accordance with the Trust/Schools policies and procedures and standing orders. • Enactment of Health and Safety requirements and initiatives as appropriate. • All employees are required to declare any conflict of interest that may arise before or during their employment. • Undergo and meet school conditions for a satisfactory enhanced DBS check. • Must comply with all equality legislation, policies and procedures; • actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School’s policies and procedures. • To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Keeping Children Safe in Education standards. • Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained. • Treating all information acquired through your employment, both formally and informally, in strict confidence • To demonstrate a commitment to good customer care.
----------------------------------	---

	<ul style="list-style-type: none"> Any other duties of an appropriate level and nature will also be required.
To contribute as an effective and collaborative member of the School Team	<ul style="list-style-type: none"> Participating in training to be able to demonstrate competence. Participating in first aid training as required. Participating in the ongoing development, implementation and monitoring of the service plans. Contributing in meetings and being a supportive member of the school team.

Person Specification

		Essential (E) Or Desirable (D)
Knowledge / qualifications:	<ul style="list-style-type: none"> Qualified Teacher Status Additional SEND training and certificates Child protection and safeguarding training To have basic ICT skills for record keeping and completing referral forms to outside agencies. 	 E D D E
Experience:	<ul style="list-style-type: none"> Experience of working with or caring for children of relevant age Experience of working with vulnerable children and their families in a multi-cultural environment Experience planning and teaching for pupils with a range of SEND 	 E E E
Aptitudes, skills and competencies:	<ul style="list-style-type: none"> Professional and honest Positive and nurturing Ability to relate to young people and act as a positive role model Excellent interpersonal skills Effective listening skills A non-judgemental approach Excellent communication skills (both written and verbal) 	 D D D D D D D

