

## Job Description

### SENCO



**Post Title** SENCO

**Responsible to** TBC

**SENCO Allowance:** 2 £4,158

#### Responsibilities

**To develop and support effective practice for students with particular learning needs to ensure their needs are addressed in the most effective way and, where appropriate, they are able to make rapid progress in line with the school's expectations. It is expected that as well as the role of SENCO the successful candidate will also be an outstanding teacher of their subject(s).**

#### Key Responsibilities

- Design, implementation, and development of SEN provision
- Monitor the impact of teaching and learning activities on the progress made by students with SEN
- Liaise with other schools to ensure continuity of support and learning when transferring students with SEN to the school
- To be responsible for monitoring provision for children with SEN, Statement, and liaise with staff and appropriate agencies
- Play a leading role in maintaining/establishing the whole school's culture and ethos and providing strategies to support students with SEN to meet the school's demanding expectations in the area of behaviour for learning
- Helping to maintain/establish discipline across the whole school
- Contribute to the effective working of the school
- Coordinate and ensure high standards of assessment, evidence gathering and compliance for access arrangements for public examinations in line with JCQ regulations

#### Outcomes and Activities

##### Leading Inclusion

- Develop strategies to ensure early identification of students with additional needs
- Identify and adopt effective teaching approaches for students with special and additional needs
- Monitor teaching and learning activities, to meet the needs of all students
- Establish and disseminate strategies that support all staff in their work with students
- Identify the training needs of staff and organise/coordinate INSET and CPD in SEN, EAL, behaviour or other
- Develop staff support at all levels to ensure they have the best training to fulfil their roles
- In consultation with others, deploy staff to ensure both best coverage of students and that individual needs are met

### Leadership of SEN within the School

- Assisting in the professional development of teachers and Teaching Assistants including training, coaching and mentoring as may be appropriate
- Developing strong partnerships and ensuring regular and productive communication with parents
- Developing others' practice to sustain best possible outcomes for students

### Teaching and Learning

- Establish a clear development plan for SEN, target setting procedures and review processes
- Teach outstanding lessons that motivate, inspire and accelerate student progress
- Implement and adhere to the school's behaviour management policy, ensuring the health and well-being of students is maintained at all times
- Participate in preparing students for external exams
- Maintain regular and productive communication with students, parents and carers, to report on progress, sanctions and rewards and all other communications
- Keep abreast of any developments within their subject area and SEN teaching generally

### Curriculum Setting and Assessment

- Develop high quality syllabuses and schemes of work for the students with SEN, in line with National Curriculum and school requirements and in collaboration with subject leaders, which are inspiring for learners and teachers alike
- Monitor and assess teaching and learning within the department
- Set regular, measurable and significant assessments for the students
- Establish effective systems for the monitoring and evaluation of student progress
- Maintain accurate student data that can be used to inform lesson planning and therefore make teaching more effective
- To produce/contribute to oral and written assessments, reports and references relating to individual and groups of students
- To ensure the regular setting and completion of high quality home learning activities

### School Culture

- Support the school's values and ethos by contributing to the development and implementation of policies, practices and procedures
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a school culture and ethos that is utterly committed to achievement
- Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required
- Vision aligned with Cockermouth School's high aspirations and high expectations of self and others

This job description may be changed by the Headteacher in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job role.