



Job Description: Highfield Primary School SENCO

Job Title:	SENCO (Maternity Cover 7 th Oct – 1 st July 2024)
Grade:	UPS (plus TLR2B)
Accountable to:	The Head Teacher
Accountable for:	The duties listed below
Any Special Conditions of Service:	No smoking policy

An exciting opportunity has arisen for an enthusiastic, dedicated teacher to lead our Inclusion Team as SENCO. This post involves working with Senior Management to ensure the best possible outcomes for all pupils and to develop the provision to meet the needs of all of our pupils. This is an ideal opportunity for an experienced SENCO looking to develop their skills and experience in a two form entry school.

Supervisory Responsibility:

Alongside other school leaders the post holder will be responsible for the deployment and supervision of the work of Teaching Assistants and Learning Support Assistants relevant to their responsibilities.

General Duties:

Purpose of the Role:

We are looking for a teacher who is:

- an excellent communicator, both spoken and written.
- able to organise and implement a whole school SEN Action Plan with energy and enthusiasm.
- an energetic practitioner with the knowledge, skills and understanding of a range of teaching, learning and assessment strategies to make a positive impact on the progress of pupils who have a range of barriers to learning.
- able to demonstrate or develop outstanding practice differentiating plans, writing Individual Education Plans, ECH Plans, liaising with supporting agencies and implementing additional support programs to meet pupils' specific needs.
- a holder of the National Award for SEN Coordinator or NPQ for SENCOs and has undertaken any training relating to working with pupils with Learning Difficulties, Social Emotional and Mental Health needs, autism and other related communication disorders.
- able to support and promote an inclusive culture throughout the school, enabling all children to achieve their best.

The job description should be read alongside the range of professional duties of teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

Main Duties:

- To continue to implement the Highfield SEN Action Plan annually, based on the school's present evaluation of its SEN provision.



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- To identify the school's SEN Register, maintain records and ensure effective communication of all information received to all relevant school staff.
- To meet at least termly with teaching staff to assess, plan interventions and monitor the progress of pupils on the SEN Register.
- To work in collaboration with relevant staff to guide in producing support plans.
- To organise/conduct annual reviews and conversion meetings for pupils with statements of SEN and EHC Plans, complete all relevant paperwork and ensure effective circulation/communication with all relevant adults/agencies.
- To complete all necessary paperwork, organise observations and produce evidence in order to access FFI Top Up Funding for pupils who fulfil the criteria in all funding bands.
- To hold regular ISAR Meetings with staff and parents/carers in order to review progress of pupils on the SEN Register and complete statutory paperwork for submission.
- To update the SEN Register on the SIMS system
- To assist parents/carers in identifying suitable high schools for pupils with additional needs, arranging meetings with staff and visits for pupils and producing Individual transition plans and pupil passports as relevant to accompany records for transfer.
- To liaise with nursery settings to ensure the smooth transition of pupils with SEN, arrange visits to the setting for relevant staff in order that resources can be prepared and additional transition visits for pupils.
- To carry out assessments for pupils as requested by staff and parents/carers and organise the use of suitable resources in school or recommend referral to more expert outside agencies.
- To assist support and teaching staff to address the individual needs of pupils with SEN from the point of view of suitable strategies/resources.
- To identify resource requirements, research and prepare orders annually to pass on to the School Business Manager. Ensure maintenance, effective circulation of an up-to date inventory is kept.
- To organise regular support staff meetings in order to circulate effectively information regarding key pupils and notify staff of any new initiatives/directives and recently purchased resources.
- To access outside agency support as required, arrange meetings with staff/parents/carers, ensuring agreed strategies/resources are put in place and monitored and that evidence is maintained for submission.
- To complete all necessary forms and produce reports/letters as requested by outside agencies and parents/carers.
- To carry out 'Access Walks' around school in order to ascertain/plan adaptations required for pupils with mobility issues and access funding and advice from outside agencies as required.
- To support teachers in carrying out risk assessments for pupils with SEN for any off-site visits, including residential and be prepared to offer advice to teaching staff.
- To cover class teachers if required
- To support requests for EHC Plans made by parents/carers and make school submissions as felt appropriate.
- To identify the training needs of support staff according to the SEN of pupils they are supporting and liaise with 'Staff Development Leader' post holder.
- To produce pupil passports in order to best explain a pupil's SEN to all staff working with them, to ensure appropriate support and consistent use of appropriate strategies.
- To prepare thorough and comprehensive responses to requests from the LEA for places at Highfield for children with complex SEN according to the school's SEN Register, level of staffing and expertise.



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- To attend SENCO Cluster Meetings termly in order to present requests for EP involvement to support pupils.

Staff Management and Development

- Support the line management of teaching support staff on a day-to-day basis and be involved in organising their appraisal in partnership with the Headteacher.
- Where appropriate to lead INSET on SEND issues for teachers and support staff.
- To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal in conjunction with the 'Staff Development' Leader.
- To demonstrate a commitment to his/her own continuing professional development.
- To be involved in assessing the professional development needs of support staff.

Relationship with Parents/Carers and the Wider Community

- To build and maintain co-operative relationships with parents/carers and to communicate with them on the pupil's learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
- Prepare and present informative reports to parents/carers.
- Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.
- Liaise with agencies responsible for pupils' welfare.
- The postholder will be required to work flexibly to deliver an efficient service.

Physical Conditions

- Highfield Primary School has access by stairs and lift and is accessible by disabled persons to the ground floor by a ramp
- Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.
- The School operates a non-smoking policy.

Safeguarding

Highfield is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments will be subject to a satisfactory enhanced DBS check.



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Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">➤ Qualified teacher status➤ National Award for SEN Co-ordination,➤ Degree
Experience	<ul style="list-style-type: none">➤ Teaching experience➤ Experience of working at a whole-school level➤ Involvement in self-evaluation and development planning➤ Experience of conducting training/leading INSET
Skills and knowledge	<ul style="list-style-type: none">➤ Sound knowledge of the SEND Code of Practice➤ Understanding of what makes 'quality first' teaching, and of effective intervention strategies➤ Ability to plan and evaluate interventions➤ Data analysis skills and the ability to use data to inform provision planning➤ Effective communication and interpersonal skills➤ Ability to build effective working relationships➤ Ability to influence and negotiate➤ Good record-keeping skills
Personal qualities	<ul style="list-style-type: none">➤ Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school➤ Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability➤ Ability to work under pressure and prioritise effectively➤ Commitment to maintaining confidentiality at all times➤ Commitment to safeguarding and equality