

SENCO

Job Purpose

To strategically lead on SEND and Alternative Provision through a Centre for Excellence where all children may grow and thrive.

Responsibilities

- Responsible for the preparation and application of the school SEND Policy in coordination with the Director of SEND across the Bohunt Education Trust and Schools Leadership teams
- Responsible to their line managers for his/her duties, responsibilities and teaching tasks
- Maintain accurate and timely records
- Interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the schools' curricular and maximise children's achievement
- Responsible for the supervision of the work of the in school SENDCo/Deputy/Assistant SENDCos and support staff - to include performance management and timetabling (Effective deployment of LSAs)
- Induct, line manage and implement training for LSAs
- Responsible for Annual/Transition Reviews and will write, monitor, evaluate and review Individual Education Plans, EHC plans, as well as being the link person between parents/guardians and outside agencies
- Prepare documentation on individual students for external agencies/meetings
- Report regularly on the achievement of students with SEND to line managers
- Keep up to date with national priorities and share updates with colleagues
- Lead INSET and improve standards of inclusive teaching and learning across the schools

- Provide guidance and support to colleagues on raising the achievement of students with SEND, including those learning with EAL and those that are looked after/in care
- To be responsible for the role of designated teacher for children who are or have been looked after and to lead and coordinate alternative provision
- Support colleagues in setting challenging targets for the students in their class with SEND needs
- Work collaboratively with pastoral colleagues
- To form and relationships with external agencies and have a good understanding of the thresholds of support
- Work collaboratively with parents of students with SEND
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification or amendment after consultation with the post holder

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