

Haydock High School



Job Description

1. INTRODUCTION

- 1.1 **NAME OF POSTHOLDER:** _____
- 1.2 **JOB TITLE:** Special Educational Needs Co-ordinator (SENCO)
- 1.3 **RESPONSIBLE TO:** Assistant Headteacher PDW

2. JOB PURPOSE

In collaboration with the Headteacher and Governing Body, to determine the strategic development of the SEND Policy and provision in the school to raise the achievement and increase the progress of students with Special Educational Needs. To take day-to-day responsibility for the operation of the SEND Policy and co-ordination of the provision made for individual students with SEND, working closely with staff, parents, Governors and other agencies. The SENCO also provides related professional guidance to colleagues with the aim of securing high quality teaching for students with SEND.

3. DUTIES

The duties outlined in this Job Specification are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

4. TEACHING AND LEARNING

- Identify and adopt the most effective teaching approaches for students with SEND.
- Monitor teaching and learning activities to meet the needs of students with SEND.
- Identify and teach study skills that will develop students' ability to work independently.
- Liaise with other schools to ensure continuity of support and learning when transferring students with SEND.

5. RECORDING AND ASSESSMENT

- Set targets for raising achievement among students with SEND.
- Collect and interpret specialist data.
- Set up systems for identifying, assessing and reviewing SEND.
- Update the Headteacher and Governing Body on the effectiveness of provision for students with SEND
- Develop understanding of learning needs and the importance of raising achievement among students.
- Attend consultation evenings and keep parents informed about their child's progress.

6. LEADERSHIP

- To lead and manage the SEN area, its associated staff and a designated team of Learning Support Assistants.
- All members of staff to recognise and fulfil their statutory responsibilities to students with SEND.
- Provide professional guidance and training opportunities for Learning Support Assistants and other teachers to learn about SEND.
- Disseminate good practice in SEND across the school.
- Identify resources needed to meet the needs of students with SEND and advise the Headteacher of priorities for expenditure.

7. STANDARDS AND QUALITY ASSURANCE

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Uphold the school's Code of Conduct and uniform regulations.
- Participate in staff training.
- Attend team and staff meetings.
- Develop links with Governors, Connexions, LEAs and neighbouring schools.
- Attend regular meetings with the Special Educational Needs Governors.

8. OTHER DUTIES AND RESPONSIBILITIES

- Other duties that the Headteacher may from time-to-time ask the post-holder to perform.

This Job Description will be reviewed annually, however, elements of the Job Specification may otherwise be re-negotiated at the request of either party.

13. SIGNATURES

Signed
(Teacher)

Dated
(Teacher)

Signed
(Headteacher)

Dated
(Headteacher)