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**Job description: Teaching SENDCO**

**Job details**

**Salary:** Up to £41,000

**Reporting to:** Headteacher

**Main purpose**

The SENCO will be responsible for the implementation of Overton School’s Special Educational Needs (SEN) policy; including oversight of the day-to-day operation of that policy with the aim of raising all students’ attainment and achievement.

In addition to agreed responsibilities as a member of the teaching staff and any reasonable direction from the Headteacher or member of the Senior Leadership Team the SENCO will:

**Observation, Recording, Assessment and Planning**

* Take the lead in assessments of children with SEN including their strengths and weaknesses, including baseline assessments and bi-annual re-testing;
* Take the lead in statutory annual reviews and attend bi-weekly MDT meetings;
* Keep appropriate records which are regularly reviewed and monitored;
* Ensure appropriate Individual Education Programmes (IEPs) are in place and regularly monitored and reviewed;
* Maintain and regularly review the Audit of Needs;
* Track, monitor and evaluate the efficacy of transition timetables and reduced education timetables;
* Lead and manage the Literacy and Numeracy Intervention Team, including facilitating regular Team meetings;
* Ensure appropriate Access Arrangements are in place for examination purposes, and collate supporting evidence to facilitate these;
* Provide a written report for Annual Education Reviews, attending meetings as required;
* Work with the Clinical Lead, providing assessment and therapy for pupils who need speech and language support and embed strategies into the IEP process;
* Read information provided on new pupils and summarise the information for the rest of the staff; track any missing information/reports;
* Responsible for planning and delivering whole staff training;
* Take the lead on training and encouraging differentiation within the school.
* Conduct PEP meetings and complete the necessary paperwork for children who are in local authority care;
* Lead school input into EHCP/statement transfers and subsequent updates, completing all paperwork within the agreed timeframe;

**Liaison**

* Liaise with colleagues and the Leadership Team as appropriate;
* Attend and participate in all Class Conferences and Curriculum Meetings;
* Encourage all members of staff to recognise and fulfil their statutory responsibilities with regard to SEN;
* Ensure there is dialogue with parents/carers (consultation and information);
* Liaise as appropriate with other professionals, Health Visitors, Speech and Language Therapists, etc.

**Safeguarding responsibilities**

* The SENCo will be trained as per school procedure and will be report to the DSL on matters of safeguarding;
* Keep records of actions as per school safeguarding requirements

**Professional Development**

* Identify support and professional development required during supervision and PMSR;
* Attend SEN Training courses and disseminate back to colleagues;
* Attend new SEN initiatives as they become available;
* Advise and support colleagues.

**Working Time**

* Teachers are required to work 195 days in any one academic year, of which 190 days shall be with pupils;
* Working hours are 37.5 per week;

**Essential**

* QTS – graduate or teachers’ certificate.
* National Award for Special Educational Needs Co-ordinators.
* Evidence of continuing and recent further professional development and qualifications relevant to the post.
* Being able to demonstrate good classroom and behaviour management.
* To show evidence of being an experienced and effective class teacher through excellent teaching practice.
* To be able to demonstrate ability to lead workshops, staff meetings and INSET.
* Ability to work with parents to ensure the best possible outcomes for children.
* Monitor teaching and learning activities to meet the needs of pupils.
* A deeply held conviction that every child can achieve and reach their potential.
* The belief that all children deserve a life of choice and opportunity.
* Ability to be adaptable in a fast-paced extremely environment.
* Commitment to the safeguarding and welfare of all children.
* Evidence of ability to plan strategically.
* Excellent classroom practitioner.
* Excellent team player.
* Ability to work successfully with pupils with challenging behaviour.
* High expectations of others.
* Resilience.
* Ability to work on own initiative.
* Willing to undertake training.

**Desirable**

* Experience of being a SENCo.
* Experience of working with young people from challenging backgrounds.
* The courage and conviction to make a difference.
* The ability to listen and communicate effectively.
* Sustain energy, optimism and motivation in the face of pressure and setbacks.
* Stay calm in difficult situations and maintain clarity of vision.
* Support the team and be aware of others’ levels of resilience in different situations.
* Driving Licence.
* Commitment to on-going improvement and learning.

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Headteacher/line manager’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_