



Wheatcroft Primary School
Job Description
SenCo

TITLE OF JOB	SenCo
LOCATION	Wheatcroft Primary School
GRADE	MPS/UPS +SEN Allowance
LINE MANAGER/S	Headteacher & the Governing Body

Job Outline

- Lead, manage and oversee the day-to-day operation of the schools' SEND policy
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD)
- Meet the expectations set out in the Teacher's Standards
- Fulfil duties reasonably directed by the Headteacher

Leadership and management

- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
- Contribute to, implement and evaluate the success of the School Development Plan relevant to SEND
- To comply with, support and promote all school policies and procedures
- To establish good relationship, encourage good working practices and support and lead teachers in assessment & progress tracking for SEND pupils
- Ensure policies for SEND are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
- Together with SLT, lead on the school self-evaluation process for SEND including learning walks, monitoring of school standards and bringing about improvement
- As appropriate, contribute to the writing of self-evaluation and policy documents
- Manage effectively the transition of pupil data to and from each key stage
- Be a proactive and effective member of the senior leadership team
- Keep up to date with current trends and research and to debate as appropriate
- To liaise with members of the governing body informing them of quality of teaching and learning in regard to SEND
- To monitor and support the quality of progress and attainment of the SEND pupils across the school
- Play a significant role in creating and maintaining a climate which promotes and secures outstanding teaching, effective learning, high standards of achievement and good behaviour

Monitoring and assessment

- As a member of the Leadership team, contribute to monitoring, evaluating and reviewing the effectiveness of policies, priorities and targets.
- Monitor standards including recorded work across the school including reviewing long and medium term planning
- Be responsible and accountable for securing the highest standards of pupil achievement for SEND pupils, through a process of effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes
- To use relevant assessment information to set targets for improvement for SDP purposes
- To keep up to date records of any meetings/actions/outcomes from the meetings
- Communicate and co-operate with other agencies to support the educational, development and wellbeing of pupils with SEND and to participate in meetings arranged for any purposes describe above
- Play a significant role in making explicit to pupils, parents, teachers and the wider community the school's high expectations that all pupils can succeed
- To safeguard every pupil's health, safety and wellbeing in line with school policies

Manage resources

- Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your area of responsibility
- Manage, monitor and accurately account for any budget for your area
- Evaluate, organise and monitor the use of resources

Staff development

- Take a lead role in identifying group and/or individual training needs and provide support for colleagues promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in your area and disseminate information as appropriate
- Take responsibility for own professional development
- Develop effective professional relationships with colleagues.
- Prioritise and manage own time effectively

Professional development:

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own performance
- Where appropriate, take part in the appraisal and professional development of others.

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Other

- Actively seek opportunities to develop effective relationships with the community and to enhance teaching and learning of SEND pupils
- Create and maintain an effective partnership with parents of pupils to support and improve pupils' achievement and personal development.
- Ensure that parents and pupils are well-informed about all relevant matters
- To lead parents meetings/workshops in consultation with the headteacher
- To carry out other duties reasonably requested by the headteacher or deputy head. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the headteacher
- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher and deputy

This job description is current since September 2024, but in consultation, may be changed by the Management to reflect the changing needs of the school which are commensurate with the salary and job title.