



## **HARVEY ROAD PRIMARY SCHOOL**

### **Job Description**

**JOB TITLE: SENCO COORDINATOR**  
**(Special Educational Needs and Disabilities)**

**SALARY RANGE: MPS - UPS**

The SENCO job description sits alongside that of the Expert Teacher job description in all respects, where you will actively strive towards delivering outstanding teaching and learning to pupils who are assigned to you.

#### **Purpose**

- Leading high-quality SEND provision
- Being the SEND champion: representing, supporting, directing and informing all relevant parties with the sole intent of improving life opportunities for every SEND and vulnerable child
- All SEND children are making rapid and sustained progress according to their abilities
- The academic gap between SEND children and other children is closing

#### **Strategic SEND Provision in the School**

- Develop the teaching and learning of Key Groups of pupils including SEND, EAL and BAME, TAG, Pupil Premium, Looked After Children (LAC), Vulnerable children, Romany/Gypsy or Traveller families and other minority groups of children as directed by the Headteacher
- Lead on all SEND pupil reviews
- Lead in providing colleagues with the strategic vision of SEND through the application of the SEND policy, the SEND Statement and School Development Plan
- Be the lead practitioner with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- Support all staff in understanding the needs of SEND pupils and ensure that objectives to develop SEND are reflected in school development plans
- Evaluate the effectiveness of teaching and learning through class visits, data analysis and evaluating feedback from staff, pupils, work scrutiny, parents, outside agencies and other relevant information sources
- Lead the SEND team so that children receive excellent provision and the school has

excellent value for money

- Advise teachers and the SLT on next steps and the level of resources required to maximise achievement
- Contribute to a positive ethos in which **all pupils** have access to a broad, balanced, relevant and progressive curriculum
- Annually review the SEND Statement and policy
- Challenge underachievement and low expectations at all times

### **Key Tasks:**

- Support all staff in understanding the needs of SEND pupils and ensure the objectives to develop SEND are reflected in the school development plan
- Independently manage workload and the SEND diary across the year
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Keeping all paperwork including SEND records, data and policies, up to date and actioned
- Meet with parents to support SEND and pupils' healthcare
- Maintain the SEND register of pupils, scrutinizing this to ensure that children are getting the best level of contact time possible
- Allocate SEND LSA timetables strategically
- Ensure that awareness of SEND issues is high across the teaching staff
- Perform particular duties in accordance with school procedures to ensure pupil safety
- Model a determination to succeed and a positive attitude to your work
- Be a role model for pupils and parents through your personal organisation, presentation and professional conduct
- Contribute to the appraisal process for identified staff
- Advise on and contribute to the professional development of staff, including whole school INSET provision
- Provide regular information to the Headteacher on the evaluation of SEN provision and the impact on improving outcomes
- Manage staff development of the SEND through performance management

### **Monitoring, Assessment, Planning and Tracking**

- Regularly monitor, evaluate and respond to progress of objectives and targets for pupils with SEND
- Analyse and interpret relevant school, local and national data and advise colleagues on the level of resources required to maximise achievement
- Coach and train colleagues
- Monitor and report progress towards objectives/targets with teachers and parents
- To facilitate the identification of pupils' Special Educational Needs through observation in the classroom, individual screening and assessment
- Review and update Individual Education Plans (IEPs) and all other related documents

- To liaise with external agencies in regard to particular pupils to ensure that the school is providing appropriate support for the child
- To liaise with classroom teachers concerning the needs and progress of individual pupils and to provide advice as appropriate about teaching strategies to assist particular pupils
- To interpret the recommendations of Educational Psychologist, Occupational Therapist and other reports and to disseminate them so that they are effectively implemented in the classroom
- To liaise with parents and carers concerning pupil progress and concerns, and concerning updates to the IEP, and to be proactive in communication about these issues
- To make recommendations to parents concerning the use of external agencies for identifying SEN Professional Knowledge and Development
- To maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and of the school's curriculum and policies

Take on any additional responsibilities which might from time to time be determined.