



## **Swallow Dell**

Special Educational Needs Co-ordinator (SENCO)

Pay grade: Main/Upper Pay Scale + SEN TLR

### **Main purpose**

The SENCO will:

- 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

### **Key responsibilities**

In addition to core teaching responsibilities set out below, you will be required to undertake the following:

- Take overall responsibility for the coordination of teaching, planning and learning within the key stage
- Take overall responsibility for the quality and standards of teaching and learning across the key stage
- Encourage good working practices and provide leadership, direction and support to both teaching and support staff within the key stage
- Oversee all aspects of the key-stage organisation and management including the preparation and chairing of meetings
- Ensure the effective transition of pupils from key stage [number] to [add detail] and if necessary communicate with other key stage leaders to ensure continuity and progression
- Make a significant contribution to the schools' leadership tasks as a member of the senior management team
- Evaluate achievement, attainment and pupils progress data and provide reports to the senior management team and governors as required
- Monitor standards of behaviour across the key stage
- Manage and facilitate the induction process of new members of staff within the key stage.

Teaching:

- Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder
- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- Participate in arrangements for preparing pupils for examinations.

Whole-school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the school's vision and values
- Work with others on curriculum and/or pupil development to secure coordinated outcomes.

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.

Working with colleagues and other relevant professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues.

Management of staff and resources:

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- Monitor quality and standards of resources delegated to them.

Professional development:

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

Communication:

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

*N.B. The duties listed above are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.*