

The Bicester School

Job Description

Post Title	SENCO
Main Duties	<p>To provide strategic leadership of the provision for students with special educational needs (SEN) across the school in order to ensure that these students make excellent progress</p> <p>To lead, manage and effectively deploy staff and resources within the SEN provision</p> <p>To lead, monitor and evaluate the development of learning and teaching strategies for students with SEN</p> <p>To ensure that staff are provided with relevant information and training relating to the support of these students</p> <p>To lead on raising standards of student attainment and achievement with SEND students in all year groups and ability profiles</p> <p>To ensure that paperwork relating to students with SEN meets statutory requirements</p> <p>To maintain appropriate relationships with parents of students with SEN and with relevant external organisations</p> <p>To take a full role within the school community as a Senior Middle leader</p>
Reporting to	Named SLT Link
Responsible for	Learning Support Assistants, and department support staff, if applicable.
Salary Level	TLR1(2)
	Main Duties and Accountability
Accountability	<p>Ensure that there is a strategic overview of provision for students with SEN across the school which maximises their potential</p> <p>To deliver the school's SEN policy</p> <p>To monitor and evaluate the quality of teaching in interventions of students with SEN</p> <p>To monitor the effectiveness of intervention for students with SEN by outcome</p> <p>Lead and manage a team of Learning Support Assistants working directly with students with SEN and ensure that they are effectively deployed</p> <p>Ensure that the senior leadership team and governing body are informed about current good practice and legislation relating to SEN and inclusion and that policies and practices relating to SEN are up to date</p> <p>Liaise effectively with staff across the school, including pastoral, attendance and behaviour support teams to ensure high quality provision for students with SEN</p> <p>Lead on the development and implementation of inclusive practice throughout the school and liaise with teachers across the school, including delivering appropriate training when necessary.</p> <p>Maintain an accurate SEN register and provision map to ensure that provision</p>

	<p>meets the needs of students and statutory provision at all times, including overseeing the identification and review of students with SEN</p> <p>Ensure that Education and Health Care Plans (EHCPs) and other relevant documentation relating to students with SEN are regularly reviewed with students, parents and other agencies and recommendations are implemented.</p> <p>To ensure that exam concessions for students with SEN are carried out and implemented</p> <p>Monitor, analyse and report on assessment information and examination results for students with SEN to ensure that they make excellent progress</p> <p>Prepare for statutory assessments and ensure that all students with a statement of education have an annual review</p> <p>Lead and manage the transition of SEN students from Years 6 to 7 and 11 to 12 including the induction of Year 7 students with SEN</p>
Liaison	<p>Leadership Team and Governing Body</p> <p>Special Educational Needs Team</p> <p>Raising Aspirations Manager</p> <p>Subject Leaders</p> <p>Students</p> <p>Parents</p> <p>Progress Leader KS3</p> <p>Raising Standards Leader</p> <p>Other Teaching and Support Staff</p> <p>Local Education Authority representatives</p> <p>External Agencies</p>
Pastoral Care	<p>To communicate and consult with parents of pupils and with other appropriate persons and bodies outside the school, as appropriate.</p> <p>To participate in meetings arranged for any of the purposes described, within the school's directed time schedule.</p> <p>To promote the general progress and well-being of individual SEND students</p> <p>To identify and celebrate SEND student attainment and achievement in all aspects of school life</p> <p>To monitor Home Learning, ensuring that it contributes to SEND student achievement.</p> <p>To attend Parent Evenings, Information evenings and other events which the parents/carers of SEND students are attending.</p>
Pupil behaviour	<p>To implement the College Behaviour Policy</p> <p>To support staff to ensure high standards of behaviour in the department.</p>
Knowledge/Skills	<p>To maintain up to date knowledge of the curriculum, and of research and inspection findings.</p> <p>To have knowledge of relevant school policies.</p> <p>To have an understanding of the relevant statutory requirements.</p> <p>To understand the strategic implications of ICT in the work of the team.</p>
Staffing	<p>To establish a climate of ambition and application in the team, supporting, guiding and motivating all staff in the team to work to a common vision and purpose.</p> <p>To hold others to account for their professional responsibilities.</p> <p>To establish ways of working which are efficient, reliable and understood by the team.</p> <p>To ensure that all team members participate in a process of Appraisal and professional learning linked to the school and team priorities.</p> <p>To participate in recruitment and selection of new staff and their induction.</p>
Resources	<p>To deploy all resources effectively and efficiently, including being accountable for spending of delegated capitation.</p> <p>To establish and maintain an environment conducive to high expectations and</p>

	learning. To ensure that Health and Safety standards are met and that all necessary risk assessments are carried out and documented.
Additional Duties	To play a full part in the life of the school, to support its ethos and development. To comply with any reasonable request from a manager to undertake work of a similar level not specified in this job description.
Safeguarding	We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.
Support	The post holder is expected to continue in his/her own professional development. Support in this role will be available through the leadership group line manager and the Headteacher.

December 2018

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and Job Title.

Name:

Signed:

Date: