SOWING THE SEEDS OF LEARNING, THROUGH COURAGE, COMPASSION AND COMMUNITY.

Job Description - Special Educational Needs Co-ordinator (SENCo)

Job Purpose: To raise the achievement of pupils with Special Educational Needs and Disabilities (SEND) across the school, by ensuring that the school is an inclusive community, and that staff have all the tools they need to overcome the barriers that these children face. To support our Christian vision by advocating for some of our most vulnerable children.

Areas of responsibility and key tasks:

- Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN.
- Ensure that the school carries out its statutory responsibilities regarding all students with a Statement of Special Educational Needs.
- Support all staff in understanding the needs of SEN pupils.
- Support class teachers in monitoring progress towards targets for pupils with SEN.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

Teaching and Learning

- Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEN.
- Work with staff to develop effective ways of bridging barriers to learning through:
    - assessment of needs
    - monitoring of teaching quality and pupil achievement
    - target setting – My Plans and My Plan +s, Provision Maps etc
    - keeping accurate records
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.
- Work with head teacher and the teachers to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.

Leading and managing

- Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings.
- Advise on and contribute to the professional development of staff, including whole school INSET provision.
- Provide regular information to the head teacher and governing body on the evaluation of SEN provision.

Effective deployment of staff and resources

- Develop positive relationships with colleagues, in order to secure good provision for every child as quickly as possible.
- Advise the head teacher and governing body of priorities for deployment of staff, and utilise resources with maximum efficiency.
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies.
- Work with external agencies to maximise resources made available.

Other professional requirements

- Co-ordinate EHCP Reviews and attend / chair these.
- Support teaching staff to be able to lead reviews of My Plans, and attend / chair when necessary.
- Support transition for children between Key stages, liaising closely with Secondary schools.
- Liaise with Year 5 parents requiring advice about provision for secondary education.

Reviewed November 2026