

## Job Description

### Post: SENCO

#### Purpose

To be responsible to the Deputy Principal for the strategic development of the SEN policy. To oversee the day-to-day operation of that policy with the aim of further raising achievement for students with Individual Needs (IN).

#### Duties and Responsibilities

- Influence the academy teaching and learning policy to promote aspects of inclusive teaching.
- Lead training as required for both teachers and teaching assistants.
- Develop the range of teaching strategies and equipment that could be utilised for students with Individual Needs (IN).
- Support the identification of and disseminate the most effective teaching approaches for students with IN.
- Work with students, teachers and pastoral leaders to ensure challenging but realistic expectations of behaviour and achievement are set for IN students.
- Work with all teachers to ensure accessibility of lessons for all.
- Support developments and initiatives to improve standards of literacy and numeracy in the curriculum.
- Ensure the academy meets its statutory duty for EHCPs and their annual review; including leading annual review meetings.
- Review IEPs and support plans with parents, students and teachers, agreeing new targets.
- Liaise with the Examinations Officer to ensure appropriate examination provision is in place for IN students.
- Exercise a key role in assisting with the strategic development of the SEN policy and provision.
- Contribute to the Academy Development Plan; lead all staff in understanding the needs of IN students and ensure the objectives to develop IN are reflected in the Academy Development Plan.
- Monitor progress of objectives for students with IN from a range of data sources to evaluate appropriate intervention strategies.
- Ensure up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Lead a team and be instrumental in planning for continual improvement, completing an annual departmental SEF to evaluate the strengths and areas for development; work as part of a team with SENCOs across the Dixons group of academies.
- Promote an atmosphere of continuing professional development and share good practice with colleagues.
- Advise the SLT and governing body of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency within IN.
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of academy.
- Oversee the health and safety of students and staff.
- Liaise with the link SLT in all matters concerned with the timetable, curriculum, staffing, assessment and student achievement.
- Direct efforts towards improvement as well as day-to-day maintenance; take appropriate action when performance is unsatisfactory.
- Accept responsibility for problems that may arise and actively seek solutions.
- Be an advisor to an Advisory Group if required and carry out related duties in accordance with the general job description of Tutor.
- Carry out a share of supervisory duties in accordance with published rotas.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***