TRINITY
CHURCH OF ENGLAND
HIGH SCHOOL

# Job Description for the Post of
# Special Educational Needs Co-ordinator (SENCO)

## Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do, and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

## Responsible To

To be responsible to the Head through the Deputy Head (Pastoral Support and Student Standards)

## Main Purpose

To co-ordinate the work and hold joint responsibility for the work of the SEND Department, leading and delegating as appropriate to secure work of quality in that area of the curriculum.

## Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To communicate and help lead a vision of SEND Support in the school's total curriculum.
3. To share in the school's local management and take an active role in its consultative processes through Subject Leaders' meetings.
4. To take responsibility for the organisation of effective teaching and learning in the area of pupils' experience and the evaluation of the same.
5. To co-ordinate roles within the SEND team, delegating tasks as appropriate and assisting in staff development, and to support and contribute to CPD to ensure that effective strategies become embedded into high quality teaching.
6. To assist in the deployment of resources of time, equipment and material.
7. To promote a culture of team work and collaboration in which the views of all members are valued and considered.
8. To co-ordinate the assessment of pupils' work in the SEND Department and make recommendations for examination entry within the school's overall policies.
9. To organise, implement and review the Stage Procedures and requirements of the Code of Practice.

10. To lead the annual EHCP review and to quality assure reviews completed by the members of the SEND team.
11. To ensure that statutory requirements regarding completion and reports linked with SEND are fulfilled.
12. To prepare reports on the SEND area of work for the Governing Body.
13. To keep up to date with the SEND legislation and developments.
14. To ensure that information on the needs of students and strategies for supporting them are effectively shared with teachers and that the impact of these strategies on outcomes is monitored and evaluated.
15. To manage the transition of students with EHCPs from Key Stage 2 & 3 and Key Stage 4 & 5.
16. To co-chair Department meetings.
17. To undertake general tasks as appropriate to all teaching staff.
18. To undertake other duties as required in line with the grade and the responsibilities of the post.

*2022-2023*