



JOB DESCRIPTION

Current Job Holder:	
Grade:	M1-UPS3
School:	Huish Episcopi Primary School
Job Title:	SENCo
Reports To:	Headteacher
Main Purpose of Job:	
To lead, manage, develop and maintain high quality SEND across the school. To contribute towards aiding all pupils to meet all academic and pastoral requirements in order that they progress to the next stage of their education at or above age related expectations. To fulfil wider professional duties as part of a teaching team.	
Main Responsibilities and Duties:	
SEND	
<ul style="list-style-type: none"> • Liaise with the Headteacher to determine the strategic development of special educational needs (SEND) policy and provision in the school • Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEN or a disability • Provide professional guidance to colleagues through hands on modelling, teaching and interventions, working closely with staff, parents and other agencies • Designated Teacher for looked after children • Monitor the progress and welfare of all the children on the SEND register, and children who require additional support • Investigate all children with suspected SEND as nominated by parents, staff and children whilst keeping all parties fully informed in a timely manner • Regularly organise evidence and analyse data for pupils • Liaise with educational settings to ensure smooth transitions for pupils with SEND • Maintain acceptable standards of conduct of the children and establish a rapport with pupils in order to develop their potential • Be responsible for all administrative matters relating to SEND including ILPs, provision mapping, the SEND register, consultations, EHCPs and annual reviews in a GDPR appropriate manner 	
School	
<ul style="list-style-type: none"> • Lead a subject or subjects, dependent upon experience and salary, across the school and all related tasks • To undertake an after school club 	
Other tasks	
<ul style="list-style-type: none"> • Teach a class, group or child as cover • Keep abreast of trends and development in education, especially those relevant to the duties and responsibilities of the post 	

- Elements of this job description may be re-negotiated at the request of either party and with the agreement of both
- To complement this job description, the postholder will be required to carry out such duties as set out in the relevant paragraphs of the current School Teacher’s Pay and Conditions Document
- This job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the postholder.

I agree that the Job Description is a fair and accurate statement of the requirements of the job:

Job holder		Date	
Line Manager		Date	
Designated Senior Manager		Date	