



## Finchampstead CofE (Aided) Primary School

Job Title	SENCO Job description	Reports to	Head teacher/ Senior Leadership team
Author	J Vanstone	Date Created	May 2025
Date Reviewed		Next Review Date	

**This job description sets out the scope, duties, responsibilities and working practises that the successful applicant will be required to undertake, discharge and demonstrate.**

### Job role:

To take responsibility for the SEND provision & the school's SEND policy with the aim of improving progress and raising the achievements of pupils with SEND.

To provide professional guidance in the area of SEND to all stakeholders in order to secure high quality provision for those children with SEND

To ensure the effective use of resources to improve standards of attainment and progress for all pupils.

### Responsibilities:

1.	Develop and oversee the implementation of the school's SEN strategy and policy and ensure regular monitoring and review.
2.	Carry out assessment of pupils with SEN to identify needs and monitor progress, including observations in the classroom and meeting with teachers and parents.
3.	Work with class teachers, the leadership team, parents and relevant external agencies to develop, implement, monitor individual support/learning plans, to keep all parties up to date.
4.	Provide regular updates on pupil progress through written reports and meetings with parents
5.	Make referrals and liaise with professionals outside of the school including by not limited to educational psychologists, health and social care providers, speech and language therapists and occupational therapists.
6.	Support class teachers with statutory assessment documentation to ensure children requiring additional support are in receipt of it in a timely manner
7.	Provide advice, guidance and training to class teachers and Learning Support Assistants on supporting pupils with SEND & co-ordinate provision for pupils with SEND at all levels.
8.	Support teachers to develop effective teaching approaches in the classroom
9.	Maintain & co-ordinate the school's Provision Map to ensure the children in receipt of Top Up Funding receive the appropriate support to enable them to meet their targets
10.	Disseminate good practice relating to SEND through INSET, coaching and mentoring.
11.	Acquire up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
12.	Develop and implement systems for recording individual pupils' progress, and collect and interpret specialist assessment data & ensure progress of all SEND pupils. Update SLT with SEND pupil progress.
13.	Evaluate the quality of teaching and standards of achievement/attainment for pupils with SEND and set targets for quality-controlled improvement.
14.	To co-ordinate the application for special arrangements in external examinations eg SATs.
15.	Provide opportunities for observation of colleagues/visits to other schools in order to share best practice.
16.	Review support plans with parents, pupils, teachers and agree and communicate new targets. Support the Senior Leadership Team and Headteacher in meeting statutory responsibilities for SEND



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	statements Education, Health and Care Plans (EHC Plans) and their Annual Review. Evaluate, review, measure & report upon the impact of any and all support.
17.	Maintain & conduct Annual Review meetings for all pupils with SEND
18.	Identify the training needs of staff and organising/coordinating relevant INSET. Ensure good practise relating to SEND through coaching, mentoring & formal guidance of teaching & support staff. Plan lessons & sequences of lessons to support SEND students to meet their personal & academic potential.
19.	Provide regular information to the Headteacher on the evaluation of the effectiveness of provision for pupils with SEND, to inform decision-making and policy review. Evaluate the impact of all SEND intervention strategies with quantitative data.
20.	Identify resources needed to meet the needs of pupils with SEND and advise the Business Manager of priorities for expenditure.
21.	Monitor and control the use of SEND resources.
22.	Contribute to the SLT strategic planning for SEND within the school.
23.	Keep the school's SEND policy, 'Local Offer' & Inclusion policy up to date.
24.	Analyse & interpret school, local & national data relating to SEND, with regard to attendance, attainment & progress.
25.	Ensure the correct funding for all SEND pupils is maintained
<b>Duties:</b>	
26.	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Finchampstead CofE School team.
27.	Contribute to and exemplify the values of the Finchampstead CofE School, with all pupils having equal access to a broad, balanced relevant curriculum. The post-holder will be expected to comply with any reasonable request from the Head Teacher to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
28.	Actively promote the inclusion of all children into whole school activities.
29.	Actively seek opportunities for professional development- maintain thorough and up to date subject knowledge and pedagogy.
30.	Be aware of and respect all children's religious beliefs and cultures.
31.	Support, promote and comply with decisions and policies agreed by the SLT and the governing body.
32.	Develop effective, professional working relationships with colleagues
33.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Senior Leadership team.
<b>Compliance</b>	
34.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Finchampstead CofE School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.



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35.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
36.	<p>In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.</p> <p>You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.</p> <p>To report any concerns in accordance with the school's Child Protection policy.</p>
37.	To comply with the school's Health & Safety policy.
38.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
39.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Finchampstead CofE School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.

### Qualifications:

A good honours degree

QTS

NASENCo qualification or willingness to undertake within 3 years of appointment

Experience of SEND with Primary education

SEND financial awareness

Good IT skills

The ability to work with a range of staff at all levels.