



## **THE SOUTHWATER INFANT ACADEMY**

### **JOB DESCRIPTION SENCo and Inclusion Lead**

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and the National Professional Standards for School Teachers.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

#### **Overall responsibility**

- To lead, manage, develop and maintain high quality SEN provision which enables quality teaching, excellent learning outcomes and success for all pupils
- To model effective teaching, to coach and train colleagues and to support teaching across the academy
- To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate

#### **Key Accountabilities**

**Strategic direction and development of SEN provision in the academy** – with the support of the SLT to:

- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
- Support all staff in understanding the needs of SEN pupils
- Devise and promote plans to ensure the needs of pupils with SEN are met and that they are reflected in the academy improvement plan
- Regularly monitor progress against targets for pupils with SEN from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
- Analyse and interpret relevant academy, local and national information relating to pupils with SEN and advise the head teacher on the level of resources required to maximise achievement
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEN
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately
- Ensure that pupils with SEN are enabled to share their views and that these are acted upon appropriately

### **Teaching and learning**

- Support the identification of, and disseminate the most effective teaching approaches for pupils with SEN.
- Collect and interpret specialist assessment data on SEN to inform practice
- Work with pupils, class teacher and key stage managers to ensure realistic and challenging expectations of pupils with SEN
- Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEN
- Lead and co-ordinate intervention across the academy

### **Leading and Managing Staff**

- Achieve constructive working relationships and establish opportunities for the SENCO, support assistants and other teachers to review the needs, progress and targets of pupils with SEN
- Provide regular information to Senior Leadership Team (SLT) and governors on the effectiveness of SEN provision and outcomes
- Advise and contribute to all aspects of SEN training to ensure the professional development of staff

### **Parents, the community and extended schools**

- Work with parents and families who have a child with SEN offering support and guidance
- Encourage parents to participate in the life of the academy in a variety of ways

### **Managing own performance and development:**

- Demonstrate resilience and resourcefulness.
- Take responsibility for own professional development.
- Participate in the academy's appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

### **Use of Resources**

- Identify appropriate resources to promote and support the achievements of SEN children and ensure they are used efficiently, effectively and safely
- Oversee and monitor appropriate budget allocations in liaison with the Headteacher and academy Business Manager

### **Additional responsibilities and general requirements**

- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher
- Show commitment to the academy, its inclusive ethos and equal opportunities for all in the academy community, opposing strongly any form of discrimination
- Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues

Note This job description is not a contract of employment. It has been prepared for the purpose of academy organisation and may change as a result of contractual changes or in the event of organisation changes. Nothing will be changed without consultation.