

**Elmgrove Primary School and Nursery**  
**SENCO /Inclusion Lead**  
**Salary: MPS/UPS plus TLR 2B**  
**Job Description**

**Responsible to:** The Headteacher

**Responsible for:** Inclusion / SEN

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**Main purpose of the job**

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for teacher and the school's own policy.
- Under the overall direction of the Headteacher play a major role:
  - in formulating the aims, objectives of the school and establishing the policies through which they are to be achieved
  - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
  - proactively manage staff and resources
- Take on the responsibilities of the Headteacher as agreed and appropriate in the absence of the Headteacher, Deputy Headteachers and Assistant Headteachers.
- Carry out the professional duties of a teacher as required.
- To be the Assistant Inclusion Leader; leading on all aspects of SEN, G&T, EMA, EAL, PD and ESBD.
- Take responsibility for child protection issues as appropriate.

**Overall Responsibility**

- To effectively model high quality SEN teaching to ensure all pupils make good and outstanding progress.
- Ensure all paperwork including policies and records are continually updated and meet the needs of the children and statutory responsibilities.
- To support colleagues in ensuring high quality SEN provision takes place across the school.
- To ensure that the school complies with requirements of the SEN Code of Practice.

**Key Tasks**

The key tasks of the SENCO include:

- Lead and manage special needs provision across the school in line with the school's SEN policy.
- Ensuring effective co-ordination of provision for children with SEN.
- Liaising with the relevant Designated Teacher where a looked after pupil has SEN.
- Advise colleagues on the graduated approach to providing SEN support.

- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Ensure effective liaison and communication takes place with parents of pupils with SEN.
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.
- Being a key point of contact with external agencies, especially the local authority and its support services.
- Liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned.
- Working with the Headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
- Ensuring that the school keeps the records of all pupils with SEN up to date.

### **Shaping the future**

- Support the Headteacher and governors in establishing an ambitious vision and ethos for the future of the school.
- Lead by example to motivate and work with others.
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives.
- Promote a culture of inclusion within the school community where all views are valued and taken into account.

### **Leading teaching and learning**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Line manage some learning assistants who support children with special educational needs and PD children.
- Liaise with external professionals to ensure appropriate identification and support for all pupils.
- Teach when required by the Headteacher. (This is a non-class based post).
- Support the leadership team in evaluating the school's performance of SEN pupils.
- Organise, monitor and evaluate the range of intervention strategies employed throughout the school ensuring that resources are targeted correctly towards those pupils requiring additional support in literacy and numeracy.
- Monitor the use of resources, including human resources, and the funding delegated to the school for SEND and evaluate effectiveness.
- Lead INSET sessions to further support colleagues understanding of SEN provision.

### **Developing self and others**

- Participate in the selection and appointment of teaching and support staff as appropriate.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Lead the annual performance management process for all identified staff.

- Assist with the development and delivery of training and support for staff in the areas of teaching and learning.
- Support all staff in understanding the needs of pupils who have special educational needs / gifted and talented and ensure that objectives to develop provision for special educational needs / gifted and talented are reflected in the school development plan.

### **Strengthening community**

- Develop and maintain contact with all specialist support services as appropriate including the Local Authority with regards to referrals.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Strengthen partnership and community working.
- Promote positive relationships and work with colleagues in other schools and external agencies.
- To ensure the school website is updated on a frequent basis with SEN information.
- To know what provision what is available in the Local Offer.

### **Other**

- Carry out any reasonable requests as determined by the Headteacher.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Everyone who works at Elmgrove Primary School and Nursery has the responsibility for promoting the child protection, safeguarding, health and safety and welfare of children.

All staff should be aware of and comply with the School's and Local Authority's rules and policies relating to equal opportunities, child protection, safeguarding and health and safety.