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| **Part-time SENCO Job Description** |

Laleham Lea School is a Catholic independent primary school situated in Purley, Surrey providing education for boys and girls aged 3 to 11 years. The school aims to provide a broad, balanced and challenging curriculum within a happy learning environment.

At Laleham Lea School we firmly believe in putting the child at the centre of everything we do. From the warm welcome as you walk through the door in the morning to the playground where all ages play, run and socialise together as one happy family.

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| **Contractual Details** | | | | |
| **Post Title:** | Part-time SENCO | | | |
| **Contract type:** | Permanent  ✓ | Fixed Term | Full time | Part-time  ✓ |
| **Actual salary:** | £19,100 (FTE £47,750) | | | |
| **Contractual Hours:** | 2 days /16hours per week – flexible working hours will be considered for successful candidate | | | |

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| **Core purpose** |
| The SENCO, under the direction of the Headteacher, will:   * Determine the strategic development of special educational needs (SEN) policy and provision within the school * Be responsible for day-to-day operations of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability * Provide knowledgeable guidance and expertise to colleagues and parents. * Work/liaise closely with other professional relevant agencies |

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| **Main duties and responsibilities** | |
| **Teaching and learning** | * Identify and adopt the most effective teaching approaches for SEN pupils * Monitor teaching and learning activities to meet the needs of SEN pupils * Liaise with other schools to ensure continuity of support and learning when transferring SEN pupils * Promote Inclusion best practice and contribute to the Catholic aims and ethos of the school * Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness * Provide support/expertise to teaching and support staff in the delivery of effective SEN strategies for classroom and intervention group learning |
| **Recording and assessment** | * Analyse assessment data for pupils with SEN or a disability * Set targets for raising achievement among SEN pupils and other groups * Collect and interpret specialist assessment and performance data and share with appropriate members of staff and governors * Set-up systems for identifying SEN, and assessing and reviewing SEN provision. This includes creating and monitoring EHC plans as well as provision maps with class teachers and learning support assistants * Update the Headteacher and the Governing Body on the effectiveness of provision for SEN children * Keep parents informed about their child's progress through individual meetings and at parents’ evenings * As necessary, prepare applications for Statements of Educational Needs; co-ordinate and attend annual reviews * Liaise with SBM providing ECHP data for funding applications * Assist in making applications for additional support, time and/or specific papers for end of Key Stage assessments. * Maintain SEN register * Evaluate the effectiveness of provision |
| **Leadership** | * Work with the Headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements * Lead INSET for staff when required * Ensure all members of staff are able to recognise and fulfil their statutory responsibilities to SEN pupils * Provide training opportunities for learning support assistants and teachers to develop and learn appropriate inclusion strategies * Disseminate good practice in inclusion across the school * Identify resources needed to meet the needs of SEN pupils working within the allocated SEN budget * Work with the Headteacher and governors on the strategic development of SEN & inclusion, including reviewing and formulating appropriate policies * Support pupil progress meetings, recording agreed provision within provision maps * To work with the Headteacher and other key staff on developing the effectiveness of transition arrangements to or from other educational settings * Liaise with the Educational Psychology Service and other specialist and support agencies * To keep abreast of developments in SEN (e.g. research, changes to the law) and inform staff and governors as necessary * To attend appropriate training, CPD and conferences and provide feedback to colleagues * Undertake SEN self-evaluation, contributing to the school SEF and school development plan, ensuring continuous improvement in inclusion practice * Model good practice in teaching pupils with SEN including those with severe complex needs * Develop links with governors, the Local Authority, external agencies and neighbouring schools |
| **Safeguarding** | * Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies * Work with the school’s safeguarding team to promote the best interests of pupils, including sharing concerns where necessary * Promote the safeguarding and welfare of all pupils in the school |
| **Other Professional Requirements** | * Operate at all times within the stated policies and procedures of the school * Establish effective working relationships with all stakeholders * Ensure exceptional role-modelling at all times in presentation, personal and professional conduct |
| **Safeguarding**  Laleham Lea School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks. | |

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.