

Job Description: Head of SEN (SENCO)

Salary: MPS/UPS + TLR1b

PURPOSE

Strategic development of the Academy's Special Educational Needs (SEN) provision and oversight of the day-to-day operation of that policy with the aim of raising SEN student achievement.

KEY TASKS

1.0 **Personnel** (including all Learning Support staff, both teaching and support)

- 1.1 To deploy their time to meet the needs of the curriculum.
- 1.2 To represent their interests in whole-academy personnel planning.
- 1.3 To monitor their professional performance.
- 1.4 To appraise their professional performance.
- 1.5 To support their professional development.
- 1.6 To provide appropriate leadership and guidance to all Teaching Assistants.
- 1.7 To provide support in respect of safeguarding issues.

2.0 **Curriculum**

- 2.1 To represent the department in whole academy planning (including the Annual Report to Governors and updating the SEN Policy).
- 2.2 To ensure that Learning Support and the Enhanced Specialist Provision for ASD are integral to and aligned with all whole-academy policies.
- 2.3 To advise on matters relating to the more able, gifted and talented.
- 2.4 To identify the learning needs of Year 6 students before arrival at Plympton Academy.
- 2.5 To test all Year 7 students in accordance with the school's assessment policy.
- 2.6 To make appropriate provision to meet the needs of students with special educational needs, including classroom support, extraction groups, support from external agencies.
- 2.7 To amend the SEN support timetable from time to time as necessary, and communicate changes to the timetabler.
- 2.8 To manage the Code of Practice, according to academy policies and ensuring that all legal requirements relating to SEN are met.
- 2.9 To provide the link between the academy and external agencies – consultation with Heads of Year and SEN staff; schedule for the Educational Psychologist's monthly visits; letters to parents; circulation of reports to relevant staff.
- 2.10 Co-ordinate all Annual Reviews and reviews of Educational Health and Care Plans where appropriate and attend/chair when necessary.

3.0 **Resources**

- 3.1 To manage the department's annual budget for SEN
- 3.2 To purchase, maintain and use effectively the resources of the department.

4.0 **Enhanced Specialist Provision**

- 4.1 To be the contact point within the academy for those students identified as requiring individual programmes.
- 4.2 To offer specialist advice to class teachers and other staff working with the identified group of students on strategies and procedures.
- 4.3 To build a resources bank within the school for Autistic Spectrum Disorders to include Information and Communication Technology.
- 4.4 To build links with other professionals working in the field of language and communication disorders, including Educational Psychologists, Speech Therapists.
- 4.5 To devise and contribute to In-Service Training programmes for teachers and support staff in school.
- 4.6 To work with the Education Office to effect admission to the provision for appropriate students.

5.0 **Responsibility level**

- 5.1 You will be responsible to the Assistant Principal allocated to SEN.

6.0 **Criteria for success**

- 6.1 Academy policies are complied with.
- 6.2 All Development Plan targets are achieved.
- 6.3 The department's documentation is clear and comprehensive.
- 6.4 You have a clear picture of the current performance and future development of the department.
- 6.5 Departmental resources are efficiently deployed.