



JOBSEEKER
RESOURCES

JOB DESCRIPTION – SENCO

SENCO Job Description

The following may be adapted and used as a basis for a job description for the specified post. Where extra detail would be helpful, this is indicated in italics.

Post: SENCO

Responsible to: Head teacher

Job purpose: *optional summary*

Responsible for: *optional*

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Teaching and learning

1. Identify and adopt the most effective teaching approaches for pupils with SEN
2. Monitor teaching and learning activities to meet the needs of pupils with SEN
3. Identify and teach study skills that will develop pupils' ability to work independently
4. Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEN

Recording and assessment

1. Set targets for raising achievement among pupils with SEN
2. Collect and interpret specialist assessment data
3. Set up systems for identifying, assessing and reviewing SEN
4. Update the head teacher and governing body on the effectiveness of provision for pupils with SEN
5. Develop understanding of learning needs and the importance of raising achievement among pupils
6. Attend consultation evenings and keep parents informed about their child's progress

Leadership

1. Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEN
2. Provide training opportunities for learning support assistants and other teachers to learn about SEN
3. Disseminate good practice in SEN across the school
4. Identify resources needed to meet the needs of pupils with SEN and advise the head teacher of priorities for expenditure

Standards and quality assurance

1. Support the aims and ethos of the school [*provide detail*]
2. Set a good example in terms of dress, punctuality and attendance
3. Attend and participate in open evenings and student performances
4. Uphold the school's behaviour code and uniform regulations
5. Participate in staff training

6. Attend team and staff meetings
7. Develop links with governors, LEAs and neighbouring schools

Other duties and responsibilities

List other duties that the head teacher may from time to time ask the post-holder to perform.