
JOB DESCRIPTION

Job Title
SENCO
Line Manager
Headteacher/Executive Headteacher
Base Location
School Based
Purpose of Role and Key Accountabilities
<p>With the support of the Headteacher, to take responsibility for the day to day operation of provision made by the school for pupils with special educational needs, disability or a medical condition.</p> <p>The SENCO is a key position within the school and as such has a place as part of the Leadership Team.</p> <p>Overall responsibility</p> <ul style="list-style-type: none">● To lead, manage, develop, and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils● To be responsible for the day-to-day operation of the SEND policy● To model effective teaching as required, to coach and train colleagues across the school● To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate

Knowledge and Experience

Strategic direction and development of SEND provision

- 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 SEND pupils.
- Ensure SEND local offer (information report) is current and publicised for all stakeholders on an annual basis.
- Ensure SEND Policy is reviewed, reflects current practice and is publicised for all stakeholders on an annual basis.
- Ensure understanding of the SEN Code of Practice, and implementation of the graduated approach to providing SEN support.
- Devise and promote plans to ensure the needs of pupils with SEND are met and they are reflected in the school development plan.
- Regularly monitor progress against targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements.
- Participate in Pupil Progress Meetings.
- Analyse and interpret relevant school, local and national information relating to pupils with SEND 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 SEND.
- Develop partnerships with parents to ensure their views are considered and acted upon appropriately.

- Ensure pupils with SEND are enabled to share their views and these are acted upon appropriately.
- Ensure all appropriate funding streams are accessed to support pupils with SEND.
- If required, to chair annual reviews, case conferences and meetings effectively.
- Oversee, and co-ordinate, pastoral support for pupils, as required.

Safeguarding

- Act as a point of reference and advice on Safeguarding matters.
- Undertake regular Safeguarding training and updates.
- Support the Headteacher with Safeguarding Training and Induction.
- Meet weekly with the Headteacher on Safeguarding issues.

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 SEND to inform practice.
- Work with pupils, class teacher, Year Group Leaders and Leadership Team to ensure realistic and challenging expectations of pupils with SEND.
- Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEND.

Leading and managing Staff

- Achieve constructive working relationships with Class Teachers, Teaching Assistants and the Learning Support Assistants to review the needs, progress and targets of pupils with SEND.
- Provide regular information to the Senior Leadership Team (SLT) and Governors on the effectiveness of SEND provision and outcomes.
- Carry out Performance Management of TAs where required.

- Work with the Headteacher and School Governors to ensure the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements.
- Advise and contribute to all aspects of SEND training to ensure the professional development of staff.
- Liaise with the relevant Teacher where a looked after pupil in the school has SEND.

Parents and the school community

- Play a full part in the life of the school community.
- Work with parents and families who have a child with SEND offering support and guidance.
- Liaise with early years providers, other schools, educational psychologists, health and social care professionals, and independent voluntary bodies.
- Encourage parents to participate in the life of the school in a variety of ways.

Managing own performance and development

- Demonstrate resilience and resourcefulness.
- Hold or be willing to undertake training for the National SEN Qualification.
- Maintain your own wider professional network.
- Take responsibility for your own professional development.
- Participate in the school'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 SEND children and ensure they are used efficiently, effectively and safely.

- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Oversee and monitor appropriate budget allocations in liaison with the Headteacher and Finance Manager.

Skills, Abilities and Qualifications

- Strong knowledge of SEND legislation and best practice, including the SEND Code of Practice, EHCP processes, and statutory responsibilities.
- Expertise in identifying, assessing, and supporting pupils with a wide range of SEND, including learning difficulties, SEMH needs, neurodiversity, and physical/sensory impairments.
- Ability to analyse data effectively to track progress, monitor interventions, and inform strategic decision-making.
- Excellent communication and interpersonal skills, with the ability to build strong relationships with pupils, staff, parents/carers, and external agencies.
- Skilled in delivering training and coaching to improve staff confidence and capacity in supporting SEND pupils.
- Strong organisational and time-management abilities, with the capacity to manage multiple cases, deadlines, and priorities.
- Ability to develop tailored support plans and interventions, ensuring provision meets individual pupil needs.
- Confident in working collaboratively with external professionals (e.g., Educational Psychologists, therapists, local authority SEND teams).
- Proactive problem-solving skills with the ability to respond effectively to complex or sensitive situations.
- Commitment to inclusive education, promoting high expectations and positive outcomes for all pupils.
- Competency in maintaining accurate records, safeguarding information, and

ensuring compliance with policies and procedures.

- Digital literacy, including use of MIS systems, SEN tracking tools, and general office applications.

Qualifications

- **Qualified Teacher Status (QTS)** – essential.
- **National Award for SEN Coordination (NASENCO)** – required or willingness to complete within the statutory timeframe.
- **Degree-level qualification** in a relevant field.
- **Evidence of continued professional development (CPD)** relating to SEND, safeguarding, behaviour, or inclusion.
- **Training in specific intervention programmes**, assessment tools, or SEND-related approaches (e.g., dyslexia screening, autism support, SEMH strategies) – desirable.
- **Experience working with external agencies and multi-disciplinary teams** – desirable but beneficial.
- **Leadership or middle-leadership training/qualifications** (e.g., NPQ) – desirable.

Other

- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.



- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.