## 

## Professional Duties of the SENCO

**In addition to the Professional Duties of all teachers**

**Meet South Wirral High School standards of leadership**

**Leadership and Management**

* Build and maintain a clear vision and strong consistent ethos within the SEN team, in support of the school mission statement and ethos.
* Ensuring there is a student-focused approach to SEN provision including a robust process for identification of SEN needs, provision of support and regular review of the effectiveness of the support, through liaison with other professionals
* Ensure that students who have medical needs which fall beyond the needs of disability as described in the SEN Code of Practice are kept safe and have an equitable curriculum provision
* Evaluate the curriculum to ensure that it promotes equality of access for students with special needs
* Self-evaluate following agreed school procedures to ensure the SEN team meets the requirements of the SEF and SIP.
* Lead appraisal and professional development across the team ensuring colleagues are supported and challenged appropriately, against the professional duties of TAs and HLTAs
* Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
* Ensuring that the school keeps the records of all pupils with SEN up to date
* Ensure that the school meets statutory requirements for publishing SEN policy and procedure

**Quality of Teaching and Assessment**

* Monitor the progress of SEN students. Implement and evaluate strategies to address any progress that is not good, following the Assess-Plan-Do-Review model.
* Evaluate the impact of intervention programmes
* Ensure the SEN team has a driven focus on ensuring differences are diminished for disadvantaged students
* Ensure good practice is shared with Faculty Progress Leaders and contribute to INSET as required
* Advise teachers about differentiating the curriculum for individual pupils

**Personal Development, Behaviour and Safety**

* Promoting and maintaining the engagement of SEN students with high quality extra-curricular activities
* Ensure the team communicates effectively with parents/carers, so there is complete clarity and understanding of any aspect relating to their child’s development
* Ensure that the school is compliant with the SEN Code of Practice and Equalities Act
* Establish and maintain consistent high aspirations, expectations and standards across the team in relation to the schools behaviour and CIAG policies

**Personal Attributes and skills**

* Delegate other duties to staff as appropriate with clear guidance of expectation and outcome
* Monitor effective management and deployment of SEN income and resources.

**Assistant SENCO**

* Deputise for the SENCO when necessary.
* Take responsibilities, as directed by the SENCO, to the same standards as described above.