

Kineton High School & Sixth Form  
Job Description: SENCO - DRAFT

<p>Responsibilities as SENCO To:</p>	<ul style="list-style-type: none"> <li>• Lead the day to day operation of the SEND department and line manage the TA3 post holders</li> <li>• Ensure robust systems accurately identify, assess, track and review students' needs</li> <li>• Ensure high quality provision for literacy and numeracy intervention</li> <li>• Develop and lead on a whole school literacy strategy and measure its impact.</li> <li>• Chair Annual Reviews, meetings with parents and outside agencies</li> <li>• Liaise with outside agencies , parents/carers and teaching staff</li> <li>• To ensure appropriate CPD for TA team</li> <li>• Ensure all statutory SEND Information is accurate, produce reports for stakeholders and maintain the SEND policy</li> <li>• Evaluate the impact of TA support on the progress of identified students</li> <li>• Ensure all students on the SEND register make outstanding progress</li> <li>• Support all staff in understanding the needs of SEND students</li> <li>• Undertake quality assurance monitoring of provisions for all SEND students in the mainstream classroom and in withdrawal sessions</li> <li>• Lead on transition of year 6 into year 7 students: including visiting students in their primary setting, organising open evening, induction days and ensuring all information is disseminated and used to ensure students' needs are understood and met</li> <li>• To attend the student, home and community governors committee as required</li> <li>• To offer support at parents evenings and information events</li> <li>• To manage the SEND budget, ensuring value for money</li> </ul>
<p>Responsibilities of a teacher To:</p>	<ul style="list-style-type: none"> <li>• Deliver the best possible outcomes for the students taught.</li> <li>• Prepare, deliver and evaluate high quality learning opportunities in lessons which inspire, motivate and challenge.</li> <li>• Participate in the formulation of high quality schemes of work.</li> <li>• Contribute to the work of the Department including Action planning and analysis of student outcomes</li> <li>• Adhere to Schemes of learning and follow all departmental policies in line with high expectations.</li> <li>• To ensure up to date subject knowledge and expertise of delivery</li> <li>• Provide high quality written and verbal feedback to students to maximise progress</li> <li>• Monitor and maximise the progress of all students assigned to you, through effective assessment, feedback, monitoring and timely interventions to ensure under achievement is addressed.</li> <li>• Establish and maintain an Establish and maintain a safe, supportive and inspiring learning environment.</li> <li>• Communicate effectively with parents/carers on students' progress</li> <li>• Participate in calendared activities designed to enhance Home-School liaison.</li> <li>• Encourage, and where possible, contribute to voluntary extra-curricular activities.</li> <li>• Undertake formal and informal supervision duties.</li> <li>• Be committed and proactive to your professional development and</li> </ul>

	<p>participate in relevant CPD activities.  Promote positive behaviour for learning through the consistent application of the School's Behaviour Policy.</p>
<p>Responsibility of a member of staff</p>	<ul style="list-style-type: none"> <li>• Actively contribute and fulfill staff responsibilities to the school's responsibility to safeguard and promote the welfare and safety of children and young people</li> <li>• Work effectively with all members of the school community to promote the KHS ethos, mission and values</li> <li>• To meet all deadlines to ensure the effective running of the school</li> <li>• Adhere to all relevant school policies</li> <li>• Act as a role model in terms of expected standards of dress, conduct, language and punctuality</li> <li>• To work effectively as part of the KHS team</li> </ul>
<p>This job description is subject to periodic review and may be changed in accordance with the developing needs of the school, the department, the students or the post-holder, with whom any change will be discussed in detail.</p> <p>This job description is agreed in the parameters of the Schoolteachers' Pay and Conditions document and also local agreements between WCC, Teaching Associations and the Governors of Kineton High School.</p> <p>This job description should not be taken as comprehensive and exclusive of any other tasks. By negotiation and agreement between the post-holder and the Head Teacher other tasks which are relevant and reasonable for the post-holder may be allocated.</p> <p>Adults employed to work in Kineton High School are vetted for their suitability to work with children in accordance with the Keeping Children Safe in Education Policy and DfE requirements</p>	