

**LINCOLNSHIRE COUNTY COUNCIL****JOB DESCRIPTION****DIRECTORATE:**  
**Children's Services****Division/Section/Branch:**  
**Schools****Service/Sub-Division:****JOB TITLE:**  
**SENCO****JEM No:**  
**01-215****GRADE:****REPORTS TO** [Job Title]:  
Headteacher/Deputy Head/Teacher in Charge of SEN**1. PURPOSE OF JOB:**

To focus on meeting the learning needs of students on the S.E.N. register by:

- Developing, monitoring and reviewing statements
- Main & Reviewing Individual Education Plans (IEPs)
- Promoting the inclusion agenda.

**2. MAIN RESPONSIBILITIES, TASKS & DUTIES**

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| i.   | To ensure that the name of any student identified as a cause for concern, including those with behavioural problems, is entered on the SEN register and is then appropriately followed through in terms of the Code of Practice suggested procedures. |
| ii.  | To ensure that the SEN policy is relevant to the needs of the school and students and is operated in practice.  |
| iii. | To develop effective working relationships with parents and external agencies such as EBSS, Health Service, Child and Family Guidance and Educational Psychologists.  |
| iv.  | To advise parents on targets set for their children and their contribution for helping their children achieve them  |
| v.   | To work with appropriate departments to evaluate the quality of IEP's, co-ordinate the review of IEP's for all students on the Special Needs Register   |
| vi.  | To develop effective communication within school to ensure that there is good continuity in terms of support and progression in learning when pupils with SEN transfer  |
| vii. | Organisation and preparation of documentation of annual and interim reviews, termly planning meetings, MDA's and ARP's.   |
| viii | To maintain the S.E.N. register for the school and to develop, maintain and review IEPs.  |

	ix	To be responsible for management of 1:1 Teaching Assistants across school and ensure they have the resources they require.
<b>3.</b>	<b>MANAGEMENT OF PEOPLE</b>	
	<p>Management of 1:1 teaching assistants. Responsible for recruitment, performance management, training and other employment issues of Teaching Assistants (up to 5 people)</p> <p><b>SUPERVISION OF PEOPLE</b></p>	
<b>4.</b>	<b>CREATIVITY AND INNOVATION</b>	
	<p>Although there are procedures that guide the work, creativity is a still a feature of the job as postholder will advise parents on targets set for their children and their contribution for helping their children achieve them, assist in the update of the school SEN policy as well as working with different departments to evaluate the quality of IEP's, co-ordinate the review of IEP's for all students on the Special Needs Register.</p>	
<b>5.</b>	<b>CONTACTS AND RELATIONSHIPS</b>	
	<p>Regular contact Regular contact with students, staff, parents and outside agencies such as EBSS, Health Service, Child and Family Guidance and Educational Psychologists. Developing effective working relationships with agencies providing information to them and gaining advice. Advising parents on targets set for their children and their contribution for helping their children achieve them.</p>	
<b>6.</b>	<b>DECISIONS</b>	
	<p>a) <b>Discretion</b></p> <p>The postholder must act in accordance with school policies &amp; procedures and relevant legislation, particularly in relation to child protection and behaviour management. However, some decisions made are from a range of alternatives with the postholder deciding (with input from manager on complex cases) upon the action to be taken.</p>	
	<p>b) <b>Consequences</b></p> <p>Decision will have an effect and impact on the service to the child/family. There is a degree of responsibility, which goes beyond the action as will be advising families regarding in targets set for their children and their contribution for helping children to achieve them.</p>	
<b>7.</b>	<b>RESOURCES</b>	
	<p>Resources are made available to enable the efficient execution of postholder's duties when requested</p>	
<b>8.</b>	<b>WORK ENVIRONMENT</b>	

	<p><b>a) Work Demands</b></p> <p>The postholder will experience some interruptions which are an intrinsic part of the role; however, this does not cause any overall change to the task.</p>		
	<p><b>b) Physical Demands</b></p> <p>The postholder may spend prolonged periods of time sitting and working at a computer.</p>		
	<p><b>c) Working Conditions</b></p> <p>Work is carried out in a well ventilated and well lit school environment</p>		
	<p><b>d) Work Context</b></p> <p>There is a risk associated with this post regarding emotional, physical and aggressive abuse from pupils, parents etc. when advising on targets set, behavioral problems etc.</p>		
<b>9.</b>	<p><b>KNOWLEDGE AND SKILLS</b></p> <p>Education to NVQ3 or equivalent  3-5 years experience S.E.N / working in similar role  Good communication skills both written and oral  Ability to understand the needs of the children and set appropriate targets.</p>		
<b>10.</b>	<p><b>GENERAL</b></p> <p><b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p> <p><b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p> <p><b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p> <p><b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p><b>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</b></p>		
	Name:	Signature:	Date:
Job Description written by: [Manager]	..... .	.....	..... ..
Job Description agreed by: [Postholder]	.....	.....	..... ..

Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.

Guidance on the completion of this JD can also be found on NETLinc or available from your HR Adviser.

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## GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

### EVALUATION REPORT

Post Title	SENCO	JEM Reference No.	<b>01-215</b>
Directorate	Schools	Evaluation Date	25/9/08
Service	LCC Generic - Cross Function		

<b>FACTORS:</b>		<b>LEVEL</b>	<b>POINTS</b>
<b>Management of People</b>		4(up to five)	58
Dispersal			
<b>Creativity and Innovation</b>		3	52
<b>Contacts and Relationships</b>		3	56
<b>Decisions</b>	Discretion	2	36
	Consequences	2	24
<b>Resources</b>		1	10
<b>Work Environment</b>	Work Demands	2	16
	Physical Demands	1	6
	Working Conditions	1	6
	Work Context	2	16
<b>Knowledge and Skills</b>		3	112
<b>TOTAL POINTS</b>			<b>392</b>
<b>GRADE</b>			<b>Grade 6</b>

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

**Evaluation Type**

**JE Project**