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**HITCHIN BOYS' SCHOOL**  
*A Specialist Technology & Language College*

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## **Job Description - Special Educational Needs Co-ordinator (SENCO)**

**Job Purpose:** Strategic development of the school's Special Educational Needs (SEN) provision and oversight of the day-to-day operation of that policy with the aim of raising SEN pupil achievement.

### **Areas of responsibility and key tasks:**

- Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN.
- Ensure that the school carries out its statutory responsibilities regarding all students with a Statement of Special Educational Needs.
- Support all staff in understanding the needs of SEN pupils.
- Support departmental developments of SEN provision.
- Monitor progress towards targets for pupils with SEN.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

### **Teaching and Learning**

- Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEN.
- Work with staff to develop effective ways of bridging barriers to learning through:
  - assessment of needs
  - monitoring of teaching quality and pupil achievement
  - target setting - IEPs, or Provision Maps, PSP, CAF
  - keeping accurate records.
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.
- Work with head teachers, teachers, key stage co-ordinators and pastoral staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.

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Head Teacher: Mr M. Brown



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## **Leading and managing**

- provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings;
- lead on the performance management process for SEN teachers and Support Assistants;
- advise on and contribute to the professional development of staff, including whole school INSET provision;
- provide regular information to the head teacher and governing body on the evaluation of SEN provision.

## **Effective deployment of staff and resources**

- advise the head teacher and governing body of priorities for deployment of staff, and utilise resources with maximum efficiency;
- maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies;
- work with external agencies to maximise resources made available.

## **Other professional requirements**

- Co-ordinate all Annual Reviews and reviews of Individual Education Plans and/or PSPs and CAFs where appropriate and attend / chair when necessary.
- Attend Year 6 Annual Reviews for primary pupils with statements to help facilitate continuity and progression through the development of a transition programme.
- Liaise with Year 5 pupils requiring advice about provision. (Secondary School SENCO).
- Exercise a key role in assisting the headteacher and governors with the strategic development of SEN policy / provision.