

Houghton C of E School

Special Educational Needs Co-ordinator

Salary: Main Pay Scale / Threshold

Required for January 2019



Due to the retirement of our current SENCO we are looking for an inspirational SENCO to further develop and lead inclusion and SEN within our school. This position is for one day per week.

The responsibilities of the SENCO will be:

- Achieve the National Award for Special Educational Needs Co-ordination within 3 years
- Provide a strategic oversight for the SEN provision within our school
- Support staff in the identification of pupils with SEN
- Ensure all SEN documentation is kept up to date including SEN Policy, EHCPs, Health Plans etc.
- Take responsibility for the effective deployment of funding
- Liaise with parents and other external agencies
- Have responsibility for the deployment of Teaching Assistants to meet SEN
- Maintain the SEN section of the school website

Please refer to the job description for full details.

Houghton CE School is committed to safeguarding and promoting the welfare of children and young people. Written references will be taken up and any offer of employment will be subject to an enhanced DBS check and other recruitment vetting checks.

Further details and an application pack are available by contacting Mrs L Walton, School Business Manager at admin@houghton.cumbria.sch.uk

Closing date: Monday 3rd December

Interviews: Wednesday 5th December