



Job Title: Assistant Head – SENCO and DSL
Pay Scale: L1 to L6

Main Purpose of the Role

The role of Assistant Head (Senco and Safeguarding) at Abbey Primary School a vital role in delivering high-quality education and safeguarding the wellbeing of all pupils within an inclusive primary school setting. Situated within a two-form entry school catering to pupils aged 3 to 11, this position requires a committed, skilled professional who upholds the school's vision and values to meet the diverse needs of our children. The postholder will foster an environment where every pupil is inspired, motivated, and supported to achieve their full potential. Through leadership in Special Educational Needs Coordination (SENCO) and Designated Safeguarding Lead (DSL) responsibilities, the role ensures the highest standards of learning, safety, and wellbeing across the school community.

Key Responsibilities and Duties

Special Educational Needs Coordination (SENCO)

- Lead on the identification, assessment, and provision for pupils with SEND, ensuring compliance with the Children and Families Act 2014, the SEND Code of Practice, and other statutory requirements.
- Coordinate and oversee the development, implementation, and review of Education, Health and Care Plans (EHCPs), ensuring timely and effective support for pupils.
- Work closely with the Senior Leadership Team (SLT) develop whole-school SEND strategies that promote inclusion and raise achievement.
- Analyse assessment data regularly in relation to pupils with SEND. Strategically monitoring progress and attainment, and evaluating this data. Subsequently supporting staff with recommended actions following this analysis.
- Report on a regular basis to the trust, governors and SLT, updating on the effectiveness of provision for pupils with SEND
- Liaise with external agencies such as Sherwood Area Partnership (SAP) Healthy Families Team (HFT), health professionals, educational psychologists, and social care to secure multi-agency support and interventions tailored to individual pupil needs.

- Provide expert advice and support to teachers and support staff on adaptive teaching, appropriate resources, and reasonable adjustments to meet diverse needs.
- Maintain detailed and confidential records of SEND provision, interventions, and pupil progress, regularly reviewing the impact to inform future planning.
- Lead training and professional development for staff on SEND awareness, assessment, and effective provision, fostering a culture of inclusion across the school.
- Engage parents and carers as partners in the SEND process, facilitating communication and involvement in planning and review meetings.

Designated Safeguarding Lead (DSL)

- Manage safeguarding across school as a senior safeguarding lead, acting as the first point of contact for safeguarding concerns within the school, working collaboratively with the Headteacher, Deputy Headteacher and other Deputy DSL's (Deputy DSL)
- Alongside the Headteacher, manage and coordinate the school's safeguarding procedures in line with statutory guidance such as Keeping Children Safe in Education (KCSIE), ensuring all staff are aware of their responsibilities.
- Conduct and oversee thorough investigations into safeguarding concerns, ensuring appropriate risk assessments and safeguarding action plans are implemented to protect pupils.
- Maintain accurate, confidential, and up-to-date safeguarding records, ensuring these are securely stored and shared only with relevant professionals as necessary.
- Liaise with external agencies including the Local Authority Designated Officer (LADO), Children's Social Care, the police, and health services to ensure timely and effective multi-agency safeguarding interventions.
- Lead the delivery of safeguarding training and updates to all staff, and volunteers, embedding a strong safeguarding culture and raising awareness of emerging issues such as radicalisation, child exploitation, and online safety.
- Promote pupil wellbeing by contributing to the development of pastoral support systems and preventative strategies within the school.
- In line with the ONE academy trust procedures, ensure that school safeguarding policies and procedures are regularly reviewed, updated, and communicated effectively to all stakeholders.

Teaching and Learning

- Provide cover for PPA, and absent teachers and staff where necessary to ensure continuity of pupil learning and maintain a safe, orderly learning environment.

- Plan and deliver well-structured lessons aligned with the school's curriculum, reflecting the needs of a diverse pupil population including SEND, PP, and EAL pupils.
- Support pupils during cover lessons, managing behaviour effectively and promoting positive engagement.
- Collaborate effectively with colleagues to support consistent high-quality teaching and learning across the school.

Whole-School Contribution

- Work collaboratively with leadership, including the Headteacher, Deputy Headteacher and other Assistant Headteachers in the creation of school improvement priorities and the SEF.
- Contribute actively to the development and implementation of school improvement priorities, school policies and practises that reflect the school's vision and values.
- Lead and manage the provision for pupils with medical needs, ensuring compliance with statutory guidance and school policies.
- Participate in school-wide initiatives and contribute to the wider ethos and community life of Abbey Primary School.

Skills and Competencies

- Strong understanding of primary education and curriculum development, with the ability to adapt teaching to meet diverse pupil needs including SEND, PP, and EAL.
- Extensive knowledge and experience in SENCO duties, including statutory frameworks, multi-agency working, and effective SEND provision.
- Comprehensive understanding of safeguarding legislation and best practice, with proven ability to act decisively and sensitively as a DSL.
- Excellent communication and interpersonal skills to build effective relationships with pupils, parents, carers, colleagues, and external agencies.
- Effective behaviour management skills to maintain a positive and safe learning environment.
- Organisational skills to manage multiple responsibilities, including cover supervision and meticulous record keeping.
- Commitment to the school's vision and values, promoting British values and the spiritual, moral, social, cultural, physical, and mental development of pupils.

Professional Development

- Engage actively in the school's appraisal and professional development processes to continually improve teaching and leadership practice.

- Access targeted training and development opportunities related to SEND, safeguarding, and leadership within a primary school context.
- Collaborate with colleagues in the ONE Academy Trust to share best practice and participate in trust-wide professional learning activities.
- Foster a culture of continuous learning and reflective practice aligned with Abbey Primary School's commitment to excellence and inclusion.

Safeguarding

- Uphold and promote the highest standards of safeguarding and child protection in accordance with statutory guidance and Abbey Primary School policies.
 - Work closely with the designated safeguarding team, including the Headteacher (DDSL) and AHT DSL, to ensure the safety and welfare of all pupils.
 - Maintain vigilance to identify and respond to safeguarding concerns, ensuring timely reporting and appropriate action.
 - Promote a safe, supportive environment where pupils feel secure and able to thrive.
 - Deliver safeguarding training and updates to staff and volunteers, embedding a culture of awareness and responsibility throughout the school community.
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This job description reflects the key responsibilities and expectations for the role of Job Description at Abbey Primary School. It is designed to support the school's mission to provide an inclusive, safe, and inspiring learning environment for all pupils, with particular attention to the needs of a diverse school community.