

Priory School

Job Description: Mainstream SENCO

Responsible to: Head teacher

Line Management: SALT TA

Main purpose of the job:

The fundamental task of the Mainstream SENCO is to ensure that children with SEND and other vulnerable groups in the mainstream school receive targeted support to achieve their full potential.

To have joint responsibility, with the members of SLT, for development, monitoring and evaluating of the School Improvement Plan.

Responsibilities. The post holder will effectively:

- Carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document in force from time to time
- Promote the effective safeguarding and welfare of children and young people within the School at all times and demonstrate vigilance in respect of the same.
- Under the overall leadership of the Head teacher, have and promote a clear understanding of the vision, aims, and ethos of the School, and an awareness of its role within the community
- Promote and apply the School's Mission and Vision Statements and adhere to the Priory Values
- Lead meetings with pupils and families who are receiving targeted support
- Lead visits for prospective employees and volunteers, including information events, school tours and recruitment activities
- In partnership with the Head teacher and other stakeholders, organise and lead assemblies, celebratory and fundraising and PR events, as required. These may, at times, be outside of the school day/week/term
- Act as the Head teacher's representative in dealing with initial pupils or parental complaints when related to relevant children
- In partnership with the Head teacher manage school resources effectively
- Promote and protect the health, safety, and welfare of all pupils and staff
- Develop and maintain effective contact with all specialist support services as appropriate
- Undertake any other duties and responsibilities commensurate with the grade of the post as required by the Head teacher
- Concerns regarding breach of duty, bribery, whistleblowing or any other unethical or unlawful practice by any person to be brought to Head Teacher's attention without delay.

Specific Responsibilities:

Leading Targeted Support

To be responsible for identifying and assessing children with SEND in mainstream classes, including all new arrivals. To create an effective programme, effectively monitor and evaluate the impact and follow up on any resultant actions as necessary.

Actions

- To understand relevant data for pupils with SEND in mainstream in order to ensure that relevant targets are set and maintained.
- To support any requests for statutory assessment by coordinating with any professionals in order to provide the necessary paperwork that meets Local Authority guidelines.

- Support mainstream class teachers and support staff to identify barriers to learning for children with SEND and devise strategies to overcome these. Provide and source relevant training where appropriate to meet these needs.
- Lead and manage commissioned external services which may include, but not be limited to, timetables, referrals, liaising with parents, quality assurance, evaluation their impact (for example, EP, therapists, SEBDOS etc). This will include maintaining expenditure related to these services under the direction of the School Business Manager.
- Develop positive partnerships with parents and carers of children with SEND and offer support, guidance and sign posting as necessary.

Developing Self and Working with Others

To recognise that effective relationships and communication are important in work with and through others. Effective Senior Leadership Team members manage themselves and their professional relationships well. Leadership is about building a professional learning community, which enables others to achieve. Through performance management and effective continuing professional development practice, the Senior Leadership Team supports all staff to achieve high standards. The Senior Leadership Team members are expected to be committed to their own continuing professional development in order to develop the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them.

Actions

- To treat all individuals fairly, equitably and with dignity and respect
- To create and maintain a positive school culture
- To build a collaborative learning culture within the School and actively engage with other schools to build effective learning communities
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams
- To develop and maintain a culture of high expectation for self and for others and take appropriate action when performance is unsatisfactory
- To regularly review own practice, set personal targets and take responsibility for own personal development
- To manage own workload and that of others to allow an appropriate work/life balance

Managing the Organisation

To provide effective organisation and management of targeted support for identified pupils.

Actions

- To ensure that provision in mainstream classes meets the needs of all of the children and that there is a safe and secure environment for the pupils to access learning
- To produce, implement and monitor a clear, action plan for all of the identified children receiving targeted support
- To work with SLT to recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the School
- To implement successful performance management processes with all staff in line with school policy
- To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money

Securing Accountability

To ensure values are at the heart of leadership, with responsibility to the whole school community. The Senior Leadership Team is accountable to a wide range of groups, particularly pupils, parents, carers, governors and the Local Authority. They are accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the Resource Unit and the whole

school community and for contributing to the education service more widely.

Actions

- To contribute to a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities
- To liaise effectively with external agencies to ensure that all of the needs of the children are met
- To develop and present a coherent, understandable and accurate account of the School's performance to a range of audiences including governors, parents and carers
- To reflect on personal contribution to school achievements and take account of feedback from others

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled Guidance for Safer Working Practice for Adults who work with Children and Young People in Education and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the School.

You are also required to know and comply with the DfE document 'Keeping Children Safe in Education' and 'Working Together to Safeguard Children'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries in professional relationships with children at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

Freedom of Information

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No Smoking / Vaping / Intoxicants Policy

No smoking, vaping or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking, vaping or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking or vaping of any product and / or the consumption of alcohol are strictly forbidden.