**Sir Thomas Fremantle School – Job Description –**

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| **POST TITLE** | SENCO, DSL and Whole School Safeguarding |
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| **SALARY** | L8-L12 |
| **PURPOSE OF THE JOB** | The purpose of the post is to provide high quality leadership which ensures success and improvement across the school. The post holder will assist the Headteacher and governors in the strategic leadership of the school |
| **RESPONSIBLE TO** | SLT |
| Sir Thomas Fremantle School recognises and values continued professional development. Therefore, training opportunities will be made available as appropriate or necessary.**All teachers are required to carry out the duties of a schoolteacher as set out in the current Schools Teachers Pay and Conditions document. Teachers should have due regard to the current Teachers Standards.** |
| MeAll members of SLT will: * Lead by example, modelling excellent behaviour for staff and students
* Undertake any professional duties that are reasonably delegated by the Headteacher
* Support the ethos of the school at all times and in everything they do
* Ensure that new school initiatives are being applied consistently
* Carry out learning walks, departmental reviews, work scrutiny across the school- ensuring that this is communicated and recorded for all
* Be outstanding communicators
* Share responsibility for promoting high standards of attitude and behaviour among all stakeholders
* Encourage the development of all students and staff and maintain an atmosphere conducive to good personal relationships
* Promote good relationships between all staff and with parents, governors and the community
* Keep up to date with developments in education
* Assist in monitoring the quality of teaching and learning and students achievement
* Attend and advise governing body committees
* Take responsibility for some school policies
* Act as a performance management leader
* Be familiar with the latest framework for external bodies
* Contribute to the SEF, SDP and improvement planning
* Contribute to the training and professional development of staff
* Assist with recruitment
* Be highly visible throughout the day
* Tour the school site regularly ensuring teaching and learning and the school ethos are not being undermined
* Undertake a teaching role of 26% timetable
* Delivery of assemblies
* Deputise for the headteacher in their absence

**Specific Duties*** To attend a ‘ Fair Acess Board’ (FAB) meetings
* To lead whole school strategy around attendance improvement
* To undertake the role of DSL and leadership of safeguarding and training across the school
* To liaise with outside partnerships that support our behaviour system, including managed moves and alternative provisions.
* To write, update and implement all policies relating to SEN, Safeguarding and welfare
* To raise the profile of the school through regular communications with parents/carers and the wider community
* To maintain clear lines of communication with governors - keeping them abreast of any developments, which fall under SEN and Safegaurding.
* To work with the Headteacher to assess alternatives to FTE
* To have a detailed understanding of national inspection frameworks in relation to SEND and Safeguarding
* To lead whole school PSHCE and SRE programme
* Lead , monitor and evaluate whole school well-being programme
* Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
* Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
* Attend Governor’s meetings
* Ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
* Maintain an up-to-date knowledge of national and local initiatives which may affect the school’s policy and practice
* Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective
* Write and publish the annual SEND report
* Operation of the SEND policy and co-ordination of provision
* Maintain an accurate SEND register and provision map
* Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEND support
* Advise on the use of the school’s budget and other resources to meet pupils’ needs effectively, including staff deployment
* Populate, manage and maintain the local offer
* Work with other schools, educational psychologists, health and social care professionals, and other external agencies
* Be a key point of contact for external agencies, especially the local authority
* Analyse assessment data for pupils with SEN or a disability
* Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness
* Support for pupils with SEN or a disability
* Identify a pupil’s SEND
* Co-ordinate provision that meets the pupil’s needs, and monitor its effectiveness
* Secure relevant services for the pupil
* Ensure records are maintained and kept up to date
* Review the education, health and care plan with parents or carers and the pupil
* Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
* Promote the pupil’s inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
* Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability
* Ensure that regular interventions are in place and monitored

**Additional Information:**Line management of – PE – Social Sciences Governor Committee – Student Safeguarding and WelfareTeaching – 26 % = 8 hrs per 30 cycle.

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| Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that you will carry out. The postholder may be required to do other duties appropriate to the level of the role. |