



St John's Primary School
SENCo & Deputy Designated Safeguarding Lead
Job Description

Job title: SENCo & Deputy Designated Safeguarding Lead

Salary: MPS/UPS + SEN allowance e £2,539 (FTE)

Hours: 2 days per week

Contract type: Permanent

Reporting to: Headteacher, Designated Safeguarding Lead

Job purpose

The SENCo & Deputy Designated Safeguarding Lead, under the direction of the Headteacher and Designated Safeguarding Lead, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The SENCo will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD
- Responsible for safeguarding issues, providing advice and support to staff, liaising with the Local Authority, and working with a range of other agencies.

Key Accountabilities

SENCo

Strategic development of SEN policy and provision

- 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
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

Operation of the SEN 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 SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, 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 (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Identify a pupil's SEN
- 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 (EHCP) with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure 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

Leadership and management

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage teaching assistants (TAs) working with pupils with SEN or a disability
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis

Deputy Designated Safeguarding Lead

- Manage referrals in terms of reporting to local authorities, Channel programme, DBS and Police as required. Support staff making referrals to local authority children's social care
- Act as a point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters relating to the Prevent Duty
- Co-ordinate Prevent Duty procedures in the school including ongoing training programme
- Act as a point of contact, meeting regularly with the Headteacher to raise current or emerging issues and working closely with the School Business Manager to ensure all processes and procedures with regard to safeguarding and safer recruitment are in place and adhered
- Day to day responsibilities including co-ordinating the administration, filing and case management of safeguarding cases, oversee the use of care plans for vulnerable pupils, assist in preparing documents on an annual and termly basis and as required for the Trust, SLT and governors as required

The SENCO & Deputy Designated Safeguarding Lead will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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 the SENCO & Deputy Designated Safeguarding Lead will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.