



# St John Fisher Catholic High School

## JOB DESCRIPTION

POST HOLDER	SENCO
RESPONSIBLE TO	Executive SENCO
DETAILS OF POST	<b>Full time and permanent MPS/UPS plus a SEND Allowance - £4,703</b>
JOB PURPOSE	To work with the Executive SENCO in leading the provision for special educational needs and disabilities (SEND) within the school.
MAIN DUTIES / KEY TASKS	<ul style="list-style-type: none"> <li>Promote SEND and contribute to the vision, aims and ethos of St. John Fisher's</li> <li>Lead on good practice for SEND across the school.</li> <li>Lead CPD on SEND as required across the school.</li> <li>Work with the Executive SENCO and SLT on the strategic development of SEND, including reviewing and formulating appropriate policies.</li> <li>Update the Executive SENCO and SLT on the effectiveness of provision for SEN children.</li> <li>Undertake SEND self-evaluation, contributing to the school SEF and improvement plan and planning for continuous improvement in inclusion practice</li> <li>Ensure all members of staff are able to recognise and fulfil their statutory responsibilities to SEND students</li> <li>To attend appropriate training, CPD and conferences and provide feedback to colleagues</li> <li>Ensure representation of SEND at key meetings within the school</li> <li>Contribute to school liaison and marketing activities</li> <li>Promote equality of opportunity throughout the school</li> <li>The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD</li> </ul> <p><b>Provision</b></p> <ul style="list-style-type: none"> <li>Co-ordinate provision for SEND students</li> <li>Ensure there is an early identification of students with additional needs</li> <li>To undertake the day-to-day co-ordination of SEND provision.</li> <li>Monitor teaching and learning activities to meet the needs of SEN students.</li> </ul>

- Manage the SEND provision to ensure effective interventions and good use of budgets and resources
- Develop appropriate interventions that are additional to and different from those employed through quality first teaching
- Evaluate the effectiveness of provision.
- To provide support to the Executive SENCO in the organisation of SEND procedures and systems.
- Support the set up of systems for identifying SEND, and assessing and reviewing SEND provision. This includes creating and monitoring EHC plans and provision maps.
- Identify resources needed to meet the needs of SEND students and effectively manage the SEND budget.
- Collect and interpret specialist assessment and performance data and share as appropriate.
- Organise and co-ordinate whole school SEND assessment programmes
- Organise and host Annual Review Meetings including all paperwork associated with this.
- Plan, Prepare and deliver lessons and interventions to students according to their SEND.
- To work with the Executive SENCO, Transition Lead and other key staff on developing the effectiveness of transition arrangements between Primary Schools and the school.

#### **Support Staff**

- Effectively manage and deploy support staff and assist the Executive SENCO to deploy financial and physical resources within the department to support students.
- Create TA timetables and oversee the allocation of support to students
- To be responsible for the supervision and organisation of the Teaching Assistants, including their appraisal
- To be involved in the appointment of Teaching Assistants.
- Provide training opportunities for Teaching Assistants to learn about SEND, including whole-school Inset.
- Lead and evaluate CPD for TAs

#### **Administration**

- To provide general administrative duties in line with the post, including filing, copying, scanning, diary, phone calls and messages.
- Prepare applications for EHCPs and Funding for Inclusion (FFI) within identified timescales including gathering evidence and preparing provision reports
- Keep parents informed about their child's progress through phone calls, individual meetings and parents' evenings.
- Work closely with external agencies to make referrals
- Keep accurate notes and records of meetings and conversations with parents
- Monitor and track provision for SEND students
- Maintain accurate and up to date student files

	<ul style="list-style-type: none"> <li>• To ensure the dissemination of information and strategies with regard to children, who are experiencing barriers to learning.</li> <li>• Maintain the SEND register, including the information distribution systems linked to this.</li> <li>• Ensure that the school's SEND admin systems, organisation and processes are well considered, efficient and fit for purpose</li> <li>• Update and maintain the whole school provision map</li> <li>• Carry out assessment of SEND students to support the identification of need.</li> <li>• Make referrals to and liaise with external agencies</li> <li>• Use data effectively to track progress and co-ordinate intervention; record &amp; evaluate the impact of interventions</li> <li>• To collect, interpret and analyse assessment data from a variety of sources to inform interventions, resources, policies and teaching strategies across the school</li> <li>• Work with the finance team to manage the incoming SEND Budget from local Authorities.</li> <li>• Organise departmental orders for resources</li> </ul> <p><b>Exams</b></p> <ul style="list-style-type: none"> <li>• Assist the Examinations Officer in preparation of applications for Examination Access Arrangements, Exam Timetables, and organise any external assessments that may be required to support this process.</li> </ul> <p>The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.</p>
OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Contribute to the Catholic ethos of the school</li> <li>• Assist with / attend school trips, visits and out of school activities as required to supervise students</li> <li>• Undertake duties in line with school policy</li> <li>• Comply with the school's approved policies and procedures</li> <li>• Participate in and support the school's performance management process and attend any relevant training</li> <li>• <b><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></b></li> </ul>
<p><b>VARIATION IN ROLE</b></p> <p>Given the dynamic nature of the role and structure of St. John Fisher's, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	

<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	