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|  | **JOB DESCRIPTION**  **SENCO** |  |

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| **Purpose:** | To be a member of the SLMT (Senior Leadership and Management Team) and contribute to the strategic leadership of the school: -  Reporting to the Behaviour and Attitudes Deputy Headteacher, the SENCO is responsible for developing the strategic direction of the SEND work, coordinating effective provision for pupils with SEND and managing resources. The SENCO will be responsible for the day to day management and strategic development of the SEND department working closely with students, parents/carers, school staff and outside agencies to identify, assess and plan to meet the needs of students with SEND and medical needs.  To contribute to the success of The Radclyffe School community through the ongoing development of the school’s environment and ethos.  The post holder is expected to lead by example, develop teamwork, actively promote the school’s corporate policies in pursuit of the school’s goal of **corporate excellence.** |
| **Reporting to:** | Deputy Headteacher |
| **Responsible for:** | Deputy SENCO, Teaching Assistants, Learning Mentors, Personal Care Assistants |
| **Liaising with:** | **Head/Deputies. Business Manager, Governors, Heads of faculty/Department, other school staff, Parents and Carers, Students, LA and external service providers and agencies.** |
| **DBS Check** | Enhanced Level |
| **Working Time** | In accordance with the current Teachers’ Pay and Conditions Document  195 days, Full-Time (1265 hrs directed time) |
| **Salary** | Leadership Scale Points L13 – L17, £59,556 - £65,698 |

**Specific Duties (in addition to those of a Teacher)**

1. To identify, monitor and track progress of students with SEND and medical needs and use this data to identify areas of underachievement
2. To review policies in relation to SEND and medical needs to ensure they reflect best national practice and are in line with statutory guidelines
3. To undertake statutory assessment and review processes for students with SEND, including organising and chairing meetings, plan reviews and transfers of statements.
4. Attend weekly SLMT Meetings
5. To line manage the Deputy SENCO
6. To support the raising of achievement by the planning and delivery of effective, evidence-based interventions for students with SEND and medical needs and to monitor the effectiveness of interventions
7. To ensure that interventions for students with SEND and medical needs are monitored, reviewed and evaluated regularly
8. To manage the Performance Management process and professional development of the Teaching Assistants
9. To ensure the assessment of students for access arrangements for examinations and to organise the staffing and provision of these arrangements
10. To manage the SEND budget
11. To undertake referrals to outside agencies as required and work in collaboration with a range of education, health and social care agencies
12. To organise and monitor the transition of students with SEND and medical needs at Key Stage 2-3, 3-4, and 4-5.
13. To arrange and facilitate in the delivery of advice and training to staff regarding the management, teaching and learning of pupils with SEND, EAL and medical needs to disseminate good practice.
14. To commission training for staff from outside providers when necessary
15. To provide timely and up-to-date reports to the Headteacher regarding matters within SEND, including advice on staff deployment.
16. To provide Governors with a termly report on the performance of the SEND team, and its students, including SEND GCSE performance, each year.
17. To oversee the purchase of relevant resources for the SEND team
18. To work collaboratively with subject teachers to ensure high standards of teaching and learning for all students with SEND
19. To arrange and facilitate exam access arrangements for SEND students

**Communication and Liaison**

1. To oversee the purchase of relevant resources for the SEND team
2. To work collaboratively with subject teachers to ensure high standards of teaching and learning for all students with SEND
3. To maintain the records of students with SEND and medical needs and manage relevant resources
4. To manage and oversee the drawing up and review of provision maps, Management Guides and the precis of professional reports.

**General Responsibilities**

1. Maintain an up-to-date knowledge of Management Information Systems used by the school
2. Adhere to the school’s Trauma Informed ethos in relation to the development, support, mental health and wellbeing of students
3. Support the wellbeing of self, team and staff members within the school
4. Participate in arrangements for further training and professional development
5. Engage actively in the school Appraisal process, including being an appraiser
6. Help to establish common standards of practice
7. Help to implement school quality procedures and to adhere to those
8. To work with the Head teacher to identify resource needs and to contribute to the efficient / effective use of school resources
9. To actively promote the school’s policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
10. To be a role model and actively promote the school’s Rights Respecting agenda
11. To understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all.
12. To take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students).
13. To maintain confidentiality and observe data protection and associated guidelines where appropriate.
14. To undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher.
15. To implement the school’s Five Respects.
16. Share in the management of the behaviour of students, including at break and lunch time (ensuring via the deployment of all staff ensuring an orderly and purposeful school environment)
17. Maintain appropriate records and to provide relevant accurate and up-to-date information
18. Communicate effectively and professionally with staff, parents, students and external stakeholders as appropriate
19. Follow agreed policies for communications in the school
20. **Ensure that the highest standards of confidentiality are maintained when dealing with any kind of data relating to staff and students**
21. To undertake such other duties as may be reasonably determined by the Head teacher

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| This **job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.**  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. | |
| **Date: March 2023** | **Head teacher: John Cregg** |