**SENCO job Description**

**Responsible to:** The SENCO is required to carry out professional duties as detailed in this job description, and in Canon Law, the Trust Deed and Instrument of Government for the school.

● This appointment is under the terms of the Catholic Education Service contract signed with the governors. The Governing Board aim to appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of life in the school.

● The appointment is subject to the current conditions of service for Teachers contained in the School Teachers’ Pay and Conditions Document and other current education and employment legislation.

● This job description may be amended at any time, following consultation between the headteacher and the SENCO and will be reviewed annually.

**Duties and responsibilities**

**General duties:**

● Have day-to-day responsibility for the coordination of SEND provision to support individual pupils. ● Where a looked after child has SEND, ensure effective communication with the relevant designated teacher.

● Advise on the graduated approach to providing SEND support.

● Advise on the deployment of the school’s delegated budget and other resources to meet pupils’ needs effectively.

● Liaise with the parents/carers of pupils with SEND.

● Liaise with teachers and support staff to improve student progress and attainment.

● Liaise with outside agencies, other schools/early years provisions, educational psychologists, health and social care professionals and other bodies with regards to SEND provision.

● Be the key point of contact with external agencies, particularly the LA and its support services

● Have clear rules and routines for behaviour in classrooms in accordance with the school behaviour policy

● Liaise with potential next providers of education to ensure pupils and their parents/carers are informed about their options, and that a smooth transition is planned.

● Work with the Headteacher, SLT and the governing board to ensure that the school meets its responsibilities under the Equality Act (2010) with regards to reasonable adjustments and access arrangements.

● Ensure the school keeps an accurate record of all pupils with SEND and that this remains up-to-date.

● Arrange and attend review meetings and paperwork

● Undertake training and CPD to improve and maintain a well-rounded knowledge of SEND provision to ensure duties can be effectively performed.

● Ensure the specific requirements of pupils with SEND are understood and support measures are implemented effectively.

● Work with teachers to set challenging targets for raising achievement amongst pupils with SEND.

● Have a sound knowledge relevant legislation, including the ‘SEND Code of Practice.

● Prepare and participate in the implementation of EHC plans with parents of pupils with SEND, monitoring their impact and making any necessary adjustments to ensure pupils make progress.

● Liaise with the Headteacher to ensure an appropriate, broad, high-quality and costeffective curriculum is delivered to pupils with SEND for children in the classroom and the Hub.

● Keep up-to-date with local and national developments in teaching pupils with SEND and communicate these to all members of staff.

● Monitor teaching and learning activities to ensure that they meet the specific needs of pupils with SEND.

**Leadership and management**

● Support staff members to understand the needs of pupils with SEND.

● Promote a safe and secure learning environment for pupils with SEND, and action improvement plans where necessary.

● Provide professional guidance to staff to secure good quality teaching for pupils with SEND.

● Guide staff in recognising and fulfilling their responsibilities to support pupils with SEND.

● Contribute to the performance management of staff

● Act as a point of contact and offer advice to staff seeking to learn more about, or develop skills relating to, SEND.

● Ensure the school’s SEND provision is inclusive at all levels.

● Contribute to leadership meetings by reporting on the effectiveness of SEND provision and sharing information with the key stakeholders.

**Safeguarding**

● The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

● DSL

**Whole-school organisation, strategy and development**

● Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision

● Make a positive contribution to the wider life and ethos of the school

● Work with others on curriculum and pupil development to secure co-ordinated outcomes

● Provide cover, in the unforeseen circumstance that another teacher is unable to teach

**Health, safety and discipline**

● Promote the safety and wellbeing of pupils

● Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

**Professional development**

● Take part in the school’s appraisal procedures

● Take part in further training and development in order to improve own teaching

● Where appropriate, take part in the appraisal and professional development of others

**Communication**

● Communicate effectively with pupils, parents and carers

● Collaborate and work with colleagues and other relevant professionals within and beyond the school

● Develop effective professional relationships with colleagues

*The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade*