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**Bishop Challoner Catholic College**

**Special Educational Needs Co-ordinator (SENCO)**

**Job Description**

**Post:** SENCO – Permanent Contract

**Reports to:** Assistant Principal

**Start date:** September 2023

**Strategic Leadership**

* Work with the Principal and SMT to develop and evolve the SEND Department, ensuring the best opportunities and outcomes for our students.
* Have a strategic overview of students with SEND across the school, monitoring and reviewing the quality of provision.
* Be accountable to the Principal and Governing Body for the work, progress and support of SEND students.
* Contribute to the school’s self-evaluation, particularly with respect to provision for students with SEND; additionally, to contribute to school improvement planning and whole school policies.
* Complete an annual department review and development plan, in line with both the school development plan and specific priorities.
* Maintain an up-to-date knowledge of SEND practice, including national and local initiatives, which will impact the school’s practice.
* Contribute to a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life.

**SEND Provision**

* Implement the Code of Practice for Special Educational Needs, maintaining up to date profiles of students with special educational needs.
* Lead and advise upon the effective implementation of all statutory regulations regarding special educational needs and equality of opportunity for students.
* Develop and review existing whole school SEND policies and ensure effective implementation by staff.
* Ensure that all students have access to an appropriate, comprehensive and high-quality curriculum, in line with all statutory requirements.
* Implement strategies for raising and maximising the achievement of all students, including adapting the curriculum for individual students.
* Be responsible for the allocation of financial resources and monitoring of SEND budgets.
* Be responsible for the efficient and effective deployment of staff working within the department.
* Liaise with outside agencies, including Educational Psychologists, OT, Speech & Language therapists and physiotherapists, as appropriate for EHCP students.
* Liaise with other staff regarding the progress of individual students with EHCPs and on the SEND register.
* Identify students who qualify for EAA and liaise with appropriate authorities to confirm and carry out these arrangements.
* Monitor the work of students with EHCPs through, for instance, scrutiny of class and homework, assessment data and dialogue.
* Liaise with parents/carers, as necessary and in accordance with school policies, regarding the progress and performance of their children, including overseeing arrangements for Annual Reviews for students using a student-centred approach.

**Leadership and management**

* Oversee the day-to-day management of the department in relation to students with EHCPs and on the SEND register, ensuring the effective deployment of staff and resources.
* Establish clear expectations and constructive working relationships among staff, including through team working and mutual support; developing responsibilities and delegating tasks, appropriate evaluating practice; and developing an acceptance of accountability.
* Take responsibility for department meetings.
* Undertake performance management reviews for identified members of teaching and support staff.
* Monitor the work of members of staff who support students with EHCPs.
* Lead and manage Learning Support Assistants (LSAs)who are supporting students with EHCPs, giving appropriate and constructive feedback.
* Help staff to achieve constructive working relationships with students.

**Safeguarding**

* Must comply with all policies and procedures, specifically those relating to safeguarding, child protection, health, safety and security, equal opportunities, confidentiality, and data protection.
* To promote and safeguard the welfare of our children and young people.

**Other**

* The appointment is subject to the current conditions of service for contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.
* The SENCO should be committed to their own continuing professional development.
* The SENCO should be prepared to take on additional duties and responsibilities commensurate with the role, as directed by the Principal and SMT.