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| **JOB DESCRIPTION****Castle Bromwich Junior School**  |
| Prosper Together Multi Academy Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment. |
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| **Post Title** | **Special Educational Needs Co-ordinator (SENCO) and Inclusion Manager** |
| **School** | Castle Bromwich Junior School |
| **Salary Band/Range** | L1 – L5 |
| **Responsible to** | Headteacher  |

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| **DBS Check**  | Enhanced DBS Check Required |
| **Special Conditions** | Full Time |

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| **1.** | **Job Purpose** |
|  | * Lead and manage the provision for pupils with special educational needs (SEN) and disabilities.
* As an Inclusion Lead, ensure all pupils have equal access to educational opportunities.
* Develop and implement policies and practices that support the inclusive learning

 and development of pupils * Provide professional guidance to colleagues, working closely with staff, parents and other agencies
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| **2.** | **Key Responsibilities** |
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|  | **2.1** | **Main Duties** |
|  |  | * Coordinate and oversee the day-to-day operation of the SEN policy.
* Support staff in understanding the needs of SEN pupils and ensure the objectives of the SEN policy are reflected in the school improvement plan.
* Monitor the progress of pupils with SEN and ensure provision is matched to their individual needs.
* Liaise with external agencies, parents, and carers to ensure comprehensive support for SEN pupils.
* Manage and develop the team of learning support assistants working with SEN pupils – leading and reviewing performance management
* Liaise with middle leaders on performance management of other teaching based support staff
* Lead on the training and development of staff in relation to SEN and inclusion. Provide professional development and guidance to staff on best practices for supporting pupils with special educational needs.
* Promote a culture and ethos of inclusion across the school.
* Lead the school's approach to inclusion, ensuring that all pupils, including those with special educational needs, have equal opportunities to succeed.
* Develop and implement interventions to support pupils with diverse needs, collaborating with teachers and support staff to deliver effective support.
* Work closely with parents, carers, and external agencies to develop comprehensive support plans for pupils.
* Monitor and evaluate the effectiveness of SEN provision across the school, using data to inform strategic decisions.
* Contribute to school self-evaluation, particularly with respect to provision for vulnerable pupils This will include providing reports for SLT and Governing Body as required.
* Maintain an up-to-date knowledge of national and local initiatives which may affect the school’s policy and practice
* 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

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|  | **2.2** | **People** |
|  |  | The postholder will be responsible for directing the activities of a team of support staff.The postholder will report to the Headteacher |
|  | **2.3** | **Safeguarding** |
|  |  | Prosper Together Multi Academy Trust is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.  |
|  | **2.4** | **Financial** |
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|  | **2.5** | **Buildings & Equipment** |
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|  | **2.6** | **Health & Safety** |
|  |  | The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the Trust’s Health and Safety policies.  |
|  | **2.7** | **Policies & Procedures** |
|  |  | The post holder will be accountable for ensuring that he/she is aware of relevant Trust policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures. |
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| **3.** | **Other Conditions** |
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|  | **3.1** | **Mobility** |
|  |  | Whilst this post is initially to a specific post, the post holder may be required to transfer to any post appropriate to their grade at such a place as in the service of the Trust they may be required. |
|  | **3.2** | **Equal Opportunities** |
|  |  | The Trust is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.  |
|  | **3.3** | **Variations to Job Descriptions** |
|  |  | Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Trust therefore retains the right to amend job descriptions to reflect changing requirements.  |
|  | **3.4** | **Training and Development** |
|  |  | The Trust is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs. |
|  | **3.5** | **Core Qualities & Leadership Framework** |
|  |  | The Trust expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.  |
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| **Reviewed by:** | Sarah Hobden |
| **Date:** | 19/6/25 |