



JOB DESCRIPTION: Part Time Lead SENCo

Employing Authority: The Governors of Christ the King Catholic Primary School	
Local Authority: Reading	Diocese: Portsmouth
Job Title: Lead SENCo	

JOB PURPOSE

To ensure the development of the distinctive nature and Catholic ethos of our school as stated in the Mission Statement.
To be part of the Inclusion Team to ensure effective SEND provision under the supervision of the Inclusion Leader
Day to Day line management of the part time SENCo and SENCo Assistant

Hours: 2 days a week

General duties

- Have day-to-day responsibility for the coordination of SEND provision to support individual pupils.
- Advise on the graduated approach to providing SEND support.
- Liaise with the parents of pupils with SEND.
- Liaise with early years providers (where required), other schools, educational psychologists, health and social care professionals and other bodies with regards to SEND provision.
- Be the joint key point of contact with external agencies, particularly the LA and its support services, and ensure that these links are actively promoted.
- Liaise with potential next providers of education to ensure pupils and their parents are informed about their options, and that a smooth transition is planned.
- Work with the Inclusion Leader 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.
- 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.
- Have a sound knowledge of how relevant legislation, including the 'SEND Code of Practice: 0 to 25 years', impacts the school's SEND provision.
- Understand how the needs of pupils with SEND change as they get older.
- 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.

Teaching and Learning

- Liaise with the Inclusion Leader to ensure an appropriate, broad, high-quality and cost-effective curriculum is delivered to pupils with SEND.
- 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

- Day to day line manager for part time SENCo and SENCo Assistant
- 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.
- 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 curriculum planning to ensure that it reflects the needs of pupils with SEND.
- Help to cater for the needs of pupils with SEND by contributing to the effective deployment of learning support staff.

Communication

- Contribute to Inclusion meetings
- Ensure that the school's administrative work for SEND is effectively completed.

