

## St Oscar Romero Catholic School Job Description

<b>Post Title:</b>	<b>SENCO</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To promote and embed the Catholic ethos, vision and values of St Oscar Romero Catholic School</li> <li>• To support the strategic leadership of the school by remaining up to date on national and local initiatives which may affect the school's policy and practice.</li> <li>• Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision.</li> <li>• Make a full contribution with flexible and innovative approaches and leadership of the SEN department.</li> <li>• Raise attainment and eliminate the SEN progress gap through the highest quality of teaching and learning and effective deployment of resources..</li> <li>• To work effectively with outside agencies ensuring referrals for appropriate support are timely and meet the needs of our students.</li> <li>• To have a good knowledge of safeguarding and a willingness to be part of the safeguarding team.</li> <li>• To have a clear understanding of the SEN Code of Practice and ensure it effective implementation at all levels.</li> <li>• To fulfil the professional duties of a teacher in accordance with the STPCD</li> </ul>
<b>Reporting to:</b>	Assistant Head Teacher
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• The provision of a full learning experience for all SEN pupils, encompassing tailored approaches, effective deployment of teaching assistants and leadership of staff in terms of nuanced/differentiated approaches.</li> <li>• Implementation and adhering to Code of Practice.</li> <li>• Provision, monitoring and record keeping for SEN students, managing SEN register and annual reviews, CLA students as the Designated Teacher, managing the PEP, attending briefings and working with virtual schools.</li> </ul>
<b>Liaising with:</b>	Head/SLT, teaching/support staff, LA representatives, external agencies and parents.
<b>Working Time:</b>	Full-time
<b>Salary/Grade:</b>	TLR 1a (with SENCO qualification) TLR 2b (if completing qualification)
<b>Disclosure level</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• Ensure the SEND register is regularly reviewed, updated and supports the provision of high quality learning experiences for students on the register.</li> <li>• To advise the SLT and governors on the strategic development of SEND/EAL/CLA policy and provision.</li> <li>• Develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning and meets the national requirements of the Code of Practice.</li> <li>• To be responsible for producing the SEND/EAL/CLA school improvement plan.</li> <li>• To oversee records of students with additional needs.</li> <li>• To work closely with the SLT and Exam Officer to plan Access Arrangements across all year groups.</li> </ul>

	<ul style="list-style-type: none"> <li>● To work alongside colleagues in other schools and support services to provide the highest level of support for students with SEND/EAL/CLA.</li> <li>● Being a strong advocate for SEND/EAL/CLA students which then motivates and supports staff and encourages a shared understanding of the contribution that can be made to improving students' life chances.</li> <li>● Use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students.</li> <li>● Develop plans for the SEN department, which identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the school improvement plan.</li> <li>● Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, scrutinising work, data and outcomes.</li> <li>● Develop strategies that are consistent with our ethos and whole school objectives.</li> <li>● Plan and implement SEN strategy that eliminates SEN progress gap and ensures SEN students achieve their potential.</li> <li>● Work with Pastoral Lead in ensuring SEN/CLA students are supported and attend school (minimum 96% attendance)</li> <li>● Chair meetings of SEND/EAL/CLA departmental representatives (including provision of agenda and minutes) and provide other briefings as necessary.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>● Devise and implement specialist support and learning programmes for students with SEND/EAL/CLA</li> <li>● Enable all staff to achieve expertise in planning for teaching and learning SEND/EAL/CLA through example, support and by leading, providing high quality professional development opportunities that complement the school's strategic objectives.</li> <li>● Working with students, subject leaders, teachers, form tutors, parents and other support staff to ensure realistic expectations of learning and achievement of SEND/EAL/CLA students.</li> <li>● Meet statutory responsibility for SEND/EAL/CLA /EHCPs and their regular review.</li> <li>● To complete The Postgraduate Certificate in Professional Practice : National Award for SENCOs ( Required by Code of Practice within the first 3 years of employment.)</li> </ul>
<b>Curriculum Development:</b>	<p>To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of SEN/EAL/LAC students, examining and awarding bodies and the school's Mission and strategic objectives.</p>
<p><b><u>Staffing</u></b></p> <p><b>Staff Development:</b></p> <p><b>Recruitment/ Deployment of Staff</b></p>	<ul style="list-style-type: none"> <li>● To lead parts of the school's staff development programme through the provision of further training and professional development.</li> <li>● To pursue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>● To lead the performance management review process, committing to its values and ethos.</li> <li>● Support the induction programme of all staff including NQTs, ITT students and new staff.</li> <li>● Be responsible for the efficient and effective management and deployment of SEND/EAL/CLA personnel including specialist teaching staff, TAs, and the school Welfare Officer where students have specific medical needs.</li> </ul>

<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>● To evaluate the teaching and learning of SEND/EAL/CLA students by the monitoring of teaching and learning and through work scrutiny and learning walks; identifying effective practice and areas for improvement taking appropriate action to continually improve the quality of teaching.</li> <li>● Liaise with other schools to ensure continuity and progression of support and learning when transferring students with SEND/EAL/CLA and ensure high quality transition for SEND year 6 into 7</li> <li>● Establish clear targets for achievement of all students and evaluate their progress through the use of appropriate assessments and regular analysis of data.</li> <li>● To review, from time to time methods of teaching and programmes of work.</li> <li>● Working closely with all staff to ensure parents are well informed about their child's progress and are part of a strong partnership with the child at the centre.</li> <li>● Participate in the recruitment of SEND/EAL/CLA personnel and ensure effective induction of new SEND/EAL/CLA staff in line with school procedures.</li> <li>● Identify good practice within departments, co-ordinating the sharing of practice.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● To maintain appropriate records, providing relevant accurate and up-to-date information on all SEN/EAL/LAC pupils</li> <li>● To complete the relevant documentation to assist in the tracking of students.</li> <li>● To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>● Ensure the Headteacher, SLT and governors are well informed about policies, plans, priorities and targets for SEN and that these support the school improvement plan.</li> <li>● To ensure parents and students are well informed about curriculum, attainment and progress.</li> <li>● To work with the AHT Pastoral Care and Sims manager to ensure effective transition of SEND students to and from other schools and between Key Stages.</li> <li>● To communicate effectively with the parents and carers of SEN/EAL/LAC students, building good relationships, working in partnership and maintaining a child centred approach.</li> <li>● To communicate in a timely and effective way with all relevant outside agencies.</li> <li>● Develop strong communication amongst the SEN department, ensuring all information is disseminated in a timely fashion.</li> <li>● Ensure all staff are aware of the needs of every pupil on SEN register and how best to address the educational and emotional needs.</li> <li>● To communicate clearly to staff the information on pupils' EHCPs so that they may be used to inform planning strategies that support the pupil.</li> <li>● Provide regular SEN updates, including staff meeting, INSET and school newsletters.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>● To take part in marketing and liaison activities such as open evenings, parents' evenings, SENCO drop ins, review days and liaison events with partner schools.</li> <li>● To work effectively with outside agencies in order to gain the best support for our pupils.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>● To identify the best use of the budget in terms of pupils' needs, departmental initiatives and the demands of the EHCPs.</li> </ul>

	<ul style="list-style-type: none"> <li>● To work with the SEN department to identify resource needs, managing the efficient use of physical resources.</li> <li>● To communicate with staff to ensure a sharing and effective usage of resources to the benefit of the SEN/EAL/IAC pupils.</li> </ul>
<b>Student Development:</b>	<ul style="list-style-type: none"> <li>● To be the 'champion' of every SEN/EAL/LAC pupil by promoting the progress and well-being of every pupil in your care.</li> <li>● To work with the pastoral team effectively supporting the needs of SEN/EAL/LAC pupils, enabling them to access the support they require and access their education effectively.</li> <li>● To evaluate and monitor the progress of students through data analysis keeping up-to-date student records and using this information to inform interventions and other strategies.</li> <li>● To use pupils' EHCPs to inform long term planning and staffing that meets the needs of the individual.</li> <li>● To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>● To support the behaviour management systems so that effective learning can take place.</li> <li>● To have clear strategies for vulnerable pupils who may struggle at certain times, such as: break times, drop down days and other events.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>● To undertake a reduced designated programme of teaching.</li> <li>● To link closely with all departments to ensure the effective development of literacy and numeracy strategies across the school.</li> <li>● To ensure high levels of engagement from SEN/EAL/LAC pupils through successful deployment of resources, bespoke strategies and effective support from teaching assistants.</li> <li>● Collaborate with Subject Leaders and pastoral staff to ensure that all students have equal access to learning</li> <li>● To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>● To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>● To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students</li> <li>● To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>● To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>● To carry out intervention, ensuring all students reach their potential.</li> <li>● To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>● To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>● To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>

**Other Specific Duties:**

- To communicate effectively with SLT and the governing body.
- To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To actively promote the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the Headteacher not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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.

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.