

Holy Saviour RC Primary School

Job Description SENCo with possible Class Teaching Responsibilities



An exciting opportunity to work at Holy Saviour RC Primary School has arisen for a SENCo. This is a flexible post, where hours and days can be negotiated for the right candidate and may include teaching responsibilities.

The SENCo is responsible for keeping a register of pupils with SEND and updating this; supporting teachers in writing Individual Education Plans (IEPs) or Personalised Provision Plans (PPPs); liaising with the SEN Governor and preparing appropriate reports; liaising with non-teaching staff in relation to SEN;

The SENCo, under the oversight of the head teacher, will:

- As part of the Senior Leadership Team, determine the strategic development of the special educational needs and disabilities (SEND) policy and provision in the school; monitoring and reviewing the quality of provision.
- Be responsible for the day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND, including those with EHCPs. Assess pupil progress, advise and implement on the graduated approach to providing SEND support.
- Be responsible for the writing of the SEND Policy and SEN Information Reports and the strategic development of these, ensuring these are put into practice.
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN and / or a disability.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- Ensure that the school keeps all records of all pupils with SEN up to date.
- Carry out the duties of the SENCO, as laid out in the SEN Code of Practice (6.84-6.94) and Teacher Standards.
- Where a looked after child has SEND, ensure effective communication with the relevant Designated Teacher.
- Advise on and contribute to the budget preparation and planning of resources to meet pupils' needs effectively.
- Be the key point of contact to liaise, as appropriate, with parents / carers of pupils with SEND, the Local Authority SEND Team, Early Years providers, health and social care professionals and other bodies, including independent specialist, with regards to SEND.
- 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 head teacher 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.
- Undertake training and CPD to improve and maintain an up to date knowledge of SEND issues to ensure duties can be effectively performed.
- To support the vision and aims of Holy Saviour RC Primary School and contribute to the strong Catholic ethos.
- To carry out the duties of a teacher as set out in the most recent School Teachers Pay and Conditions Document.
- To teach children a high quality and appropriate curriculum which meets the requirements of the National Curriculum.
- To share in the corporate responsibility for the well being, safeguarding and discipline of all the pupils.
- To carry out any other duties as deemed necessary by the Head Teacher.