



ST GEORGE'S CATHOLIC PRIMARY SCHOOL JOB DESCRIPTION

Job Title: SENCO

Immediately responsible to: Head Teacher

Job Purpose: To lead, manage, develop and maintain high quality SEND provision in line with the SEN Code of Practice and with the stated aims and objectives of St George's Catholic School.

Duties and Responsibilities

SPECIFIC DUTIES

- To take responsibility for all aspects of the day-to-day management of SEND provision, which enables quality teaching, excellent learning outcomes and success for all pupils.
- To ensure all elements of SEND administration (including minutes, records and policies) are maintained, and actioned, as appropriate.
- Support all staff in understanding the needs of SEND pupils and co-ordinate SEN specific training.
- Work with class teachers to support and advise in meeting the needs of SEND children.
- Assess, monitor, plan and review progress and targets set for pupils with SEND, on a regular basis.
- To liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND.
- To develop relationships with parents and build partnerships to ensure their views are heard and taken into account.
- Ensure that pupils with SEND are enabled to share their views and that these are acted upon appropriately.
- To meet regularly with the SEN link governor who reports back to the governing body.

GENERAL DUTIES

- To support the Catholic ethos and values of the school.
- To carry out a share of supervisory duties in accordance with published rotas.
- To participate in appropriate meetings with colleagues and parents relative to the above duties.
- Implement the school policy with regard to dress code, safeguarding procedures, behaviour and health and safety.
- Participate in staff meetings and to contribute to school decision making and consultation procedures.
- Be involved in the school Performance Management process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the school's goals and Development Plan.
- Demonstrate consistently high expectations of personal and professional conduct.
- Carry out any other reasonable tasks as deemed appropriate by the Headteacher.

ADDITIONAL RESPONSIBILITY

- To lead and manage the team of learning support assistants and higher level teaching assistants.
- To co-ordinate and oversee the provision in place for children with English as an additional language.
- To hold responsibility as the designated teacher for Children Looked After.

RESOURCES

- Operate relevant equipment /ICT packages (e.g. MS Office 365, intranet, SIMS, E-mail).
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students.
- Identify appropriate resources to promote and support the achievements of SEND children and ensure they are used efficiently, effectively and safely.
- Ensure effective communication with all colleagues (teaching and support staff)

SAFEGUARDING

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, it is imperative that you provide all relevant information requested in order to meet this commitment. All appointments will be subject to satisfactory references, an enhanced DBS check, and proof of the Right to Work in the UK (this will be required at the time of interview).

Signed: _____

Date: _____