



**St Joseph's Catholic Primary School, Canvey Island**  
**Job Description for the post of SENCo**



**Job Purpose:** Whole-school teaching and learning responsibility in the area of SEN Inclusion.  
**Salary and Grade:** In line with current School Teachers' Pay and Conditions Document.  
**Responsible to:** The Headteacher, Governing Body.

**Introduction**

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will seek to appoint a SENCo who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

The appointment is subject to the current conditions of service for Teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

This job description may be amended at any time, following consultation between the Headteacher and the SENCo and will be reviewed annually.

All staff have a responsibility to safeguard and promote the welfare of all children. If any teacher suspects that a child in his/her class may be a victim of abuse, they will immediately inform the named person about their concerns verbally and in writing. Abuse can be of a sexual, emotional or physical nature. It can also be the result of neglect. Concerns reported to the designated member of staff may require further action.

At all times, underpinning every aspect of professional life in this school, the Governing Body of St Joseph's Catholic Primary School expects all staff to uphold the school Safeguarding Policy. Staff are expected, at any time, to speak to the Headteacher or a DSL (and the Chair of Governors in the case of the Headteacher) if there are any concerns regarding the conduct of any member of the school workforce. This statement must be borne in mind when observing the main responsibilities outlined below.

**Professional duties and responsibilities**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It will be reviewed in the context of the School Development Plan and Performance Management cycle.

**Teaching and learning**

1. Identify and adopt the most effective teaching approaches for SEN pupils.
2. Monitor teaching and learning activities to meet the needs of SEN pupils.
3. Liaise with other schools to ensure continuity of support and learning when transferring SEN pupils.
4. Promote Inclusion best practice and contribute to the aims and ethos of the school through membership of the senior leadership team and when possible, attendance at school events.

**Recording and assessment**

1. Set targets for raising achievement among SEN pupils and other groups as appropriate.
2. Collect and interpret specialist assessment and performance data and share with other staff and Governors as appropriate.
3. Set up systems for identifying SEN, and assessing and reviewing SEN provision. This includes creating and monitoring EHC plans, provision maps with class teachers and learning support assistants.
4. Update the headteacher and governing body on the effectiveness of provision for SEN children.
5. Keep parents informed about their child's progress through individual meetings and at parents' evenings.

6. As necessary, prepare applications for Statements of Educational Needs; co-ordinate and attend annual reviews.
7. Assist Assessment Leader in making applications for additional support, time and/or specific papers for end of Key Stage assessments.
8. Maintain SEN register.
9. Evaluate the effectiveness of provision.

### **Leadership**

1. Ensure all members of staff are able to recognise and fulfil their statutory responsibilities to SEN pupils
2. Provide training opportunities for learning support assistants and teachers to learn about Inclusion, including whole-school Inset.
3. Disseminate good practice in Inclusion across the school.
4. Identify resources needed to meet the needs of SEN pupils and manage the SEN budget.
5. Work with the Headteacher and Governors on the strategic development of SEN & Inclusion, including reviewing and formulating appropriate policies.
6. To be responsible for the supervision and organisation of learning support assistants, including their performance management.
7. Support pupil progress meetings, recording agreed provision within provision maps.
8. To be involved in the appointment of Teaching Assistants.
9. To work with the Headteacher and other key staff on developing the effectiveness of transition arrangements between the Nursery (and other pre-school settings) and FS.
10. Liaise with the Educational Psychology service and other specialist and support agencies.
11. To keep abreast of developments in SEN (e.g. research, changes to the law) and inform staff and Governors as necessary.
12. To attend appropriate training, CPD and conferences and provide feedback to colleagues.
13. Lead CPD on inclusion matters as needed across the school.
14. Work with the headteacher to plan the overall deployment of teaching assistants throughout the school.
15. Liaise with key stage leaders and all teachers in the successful deployment of learning support assistants within key stages and year groups.
16. Undertake SEN self evaluation, contributing to the school SEF and improvement plan and planning for continuous improvement in inclusion practice
17. Model good practice in teaching pupils with SEN including those with severe complex needs.
18. Develop links with governors, the LA, external agencies and neighbouring schools.

### **Other and responsibilities**

1. To willingly undertake any reasonable task requested by the Headteacher from time to time to support the safeguarding of staff and children.
2. To be willing to undertake the role of Deputy Designated Child Protection Co-ordinator.

Signed \_\_\_\_\_ date \_\_\_\_\_