Job Description

SENCO
SENCO/LEADERSHIP
Salary L6 – L10 (£62,677 to £68,799)
Start date: 1.1.27 full time/fixed term until 31.8.27

Responsible to: Assistant Headteacher - Inclusion

- This post is an opportunity to play a crucial role in ensuring that Bishop Stopford's School becomes an outstanding school. The SENCO will be responsible to the Assistant Headteacher for Inclusion and will work alongside them in articulating and implementing the shared vision and values of the school through effective communication and engagement with all stakeholders. It is expected that the SENCO will demonstrate outstanding leadership skills working under the direction of the Assistant Headteacher on the provision and implementation of the SEND strategic development within the school. They will work with individuals and groups to ensure the provision of a high-quality education for all our students and be responsible for the day-to-day operation of the SEN policy and specific provision to support individual pupils with SEND.

Duties and Responsibilities
Strategic Development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability and feed into the wider Inclusion policy for the school
- Make sure the SEN policy is put into practice, and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise colleagues on applying differentiated teaching strategies tailored for individual pupils with SEN
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)

- Analyse assessment data for pupils with SEN or a disability and contribute to RAP meetings with Heads of Year where required
- Analyse whole cohort data both internal and external to identify students who may have underlying needs that have not yet been identified
- Implement and lead intervention groups for pupils with SEN, based on data analysis and evaluate their effectiveness
- Prioritize referrals to the Educational Psychologist to ensure that the most vulnerable students have additional support strategies in place.

Support for pupils with SEN or a disability

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date including IEP's, EHCP's, referrals to CAMHS / SALT
- Review the education, health and care (EHC) plan with parents/carers and the pupil on an annual basis
- Ensure that students are screened for exam access arrangements to remove barriers to success
- Communicate regularly with parents/carers
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children (LAC), where a looked-after pupil has SEN or a disability

Leadership and management

- Contribute to the work of the senior leadership team (SLT), by working alongside the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare reports and review the information that the governing board is required to publish
- Contribute to the SIP, include the termly review of progress against relevant targets and development of whole-school policy across all aspects of the school
- Lead the work of the Inclusion panel and provide additional insight and guidance to HOY and SLT as required.
- Identify training needs for staff and how to meet these needs
- Work with the Assistant Headteacher for Teaching and Learning to provide appropriate INSET training for staff to ensure that quality first teaching is consistently shown in all lessons
- Share procedural information, such as the school's SEN policy with all stakeholders
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability

- Lead and manage HLTA's and TAs working with pupils with SEN or a disability
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis

Safeguarding

- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with SEN
- Remain alert to the fact that pupils with SEN may be more vulnerable to safeguarding challenges

General Duties

- Carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- uphold and promote the ethos and Christian values of the school
- uphold and follow the policies of the school
- establish positive working relationships with all stakeholders
- be a representative of the school
- ensure the well-being and safety of students at all times
- work in collaboration with others
- maintain professionalism at all times

The postholder must be flexible to ensure that the operational and strategic needs of the school are met and exact duties may be varied at the discretion of the headteacher .

This job description will be reviewed annually.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Enfield. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

Bishop Stopford's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.	
Name:	**Signature:**
Date:	