**St Joseph’s Catholic Primary School**

**Job Description**

**JOB TITLE:** SENCO – Maternity Cover

**GRADE:** MPS or UPS plus SEN allowance

**RESPONSIBLE TO:** Head teacher

**Job description – teaching role**

In addition to the duties covered by the school Teachers’ Pay and Conditions document, the holder of this post is required to:

* Liaise effectively with class teachers to ensure consistently high quality provision is delivered for pupils
* Nurture and develop the knowledge, abilities, language and social skills of children
* Plan rich and stimulating learning which are appropriately differentiated so that the learning is well pitched and all pupils are challenged
* Create a high quality, rich, stimulating and enabling learning environment containing items that will capture pupils’ attention and lead to independent exploration
* Make effective use of assessment information on pupils’ attainment and progress when teaching and in planning future learning
* Plan opportunities to develop pupils’ spiritual, moral, social and cultural development
* Set high expectations for pupils’ behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships
* Establish a safe, clean and secure learning environment which promotes pupils’ confidence
* Maintain good organisation and accurate assessments in pupil profiles so that they offer a clear record of pupils’ progress
* Understand the expected demands of pupils in relation to the Early Learning Goals
* Foster close relationships with parents/carers and assist them in supporting their child’s learning at home

**Job description – SENCO role**

* Oversee the day-to-day operation of the school’s SEN policy
* Co-ordinate provision for children with SEN, EAL and/or who are eligible for Pupil Premium
* Ensure the most recent Code of Practice is adhered to
* Liaise with the Virtual School and oversee the achievement of Looked After pupils
* Offer practical support and advice to teachers and support staff, enabling them to offer high quality provision to SEN pupils
* Maintain and further develop existing systems for identifying, assessing and reviewing SEN
* Analyse SEN data and use this to inform interventions, resources and teaching strategies across the school
* To ensure that the School Offer to kept up to date and contribute to the School Development Plan for SEND and monitor its implementation
* To ensure that children identified as SEN Support receive targeted support
* Advise on the graduated approach to providing SEN support
* Advise on the deployment of the school’s delegated budget and other resources to meet pupils’ needs effectively
* Liaise with parents of pupils with SEN
* Liaise with outside agencies such as the Educational Psychologist, health and social care professionals, and independent or voluntary bodies
* Act as a key point of contact for external agencies, especially the Local Authority and its support services
* Ensure that the school keeps the records of all pupils with SEN up to date
* Liaise with SENCOS in secondary schools to ensure a smooth transition
* Ensure a smooth transition to new classes for all children with SEN and make sure staff are aware of all recommendations suggested by outside agencies
* Report to the Governing Body on the effectiveness of provision for pupils in vulnerable groups (SEN, EAL, Pupil Premium)
* Work with the Headteacher and Governing Body to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
* Assume the role of the Designated Lead for Safeguarding with recent training. This would include responsibilities such as; making referrals to the LA’s social care team as required. Liaise with others, such as the headteacher especially enquiries under Section 47 of the Children Act 1989 and police investigations.
* The DSL should also raise awareness, ensuring the schools policies are up to date and used appropriately. This will involve liaising with Governors to ensure the child protection policy is reviewed annually and made available, as well as communicating with the local safeguarding children’s board (LSCB)for training opportunities and updates in practice and policy.
* The DSL will hold responsibility for all child protection files and their secure transfer when necessary.

St Joseph’s is committed to safeguarding and promoting the welfare of children. The school expects all staff, visitors and volunteers to share this commitment.

The specific responsibilities will be reviewed annually in accordance with our appraisal cycle and may be altered, with your agreement to meet the current needs of the school.