 A Catholic Academy for Arts & Science

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

**JOB DESCRIPTION**



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| **Title of post:** | **Head of Inclusion/SENCO** |
| Purpose:  | The SENCO will:* Determine the strategic development of special educational needs (SEN) policy and provision in the school
* Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual students with SEN or a disability
* Provide professional guidance to colleagues, working closely with staff, parents and carers, and other agencies

The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD.While the SENCO will have responsibility for the oversight of provision for students with SEN or a disability, class teachers will hold responsibility for the day-to-day education and support of students within their classroom. |
| Responsible to: | Assistant Headteacher, Pastoral |
| Liaison with: | Headteacher, Senior Leadership Team, pastoral staff, any relevant non teaching support staff, LA representatives, external agencies and parents. |
| Working time: | Full Time – 195 days per year |
| Teaching and LearningResponsibility PointSalary: | TLR1A - £9,782 |
| Disclosure level: | Enhanced |
| Main Duties: |  |
| Strategic development of SEN policy and provision | * Have a strategic overview of provision for students 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 students with SEN or a disability.
* 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.
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| Operation of the SEN policy and co-ordination of provision | * Maintain an accurate SEND register and provision map.
* Provide guidance to colleagues on teaching students with SEN or a disability and advise on the graduated approach to SEN support.
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**JOB DESCRIPTION (Continued)**

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|  | * Advise on the use of the school’s budget and other resources to meet students’ needs effectively, including staff deployment.
* Be aware of the provision in the local offer.
* Work with 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 students with SEN or a disability.
* Implement and lead intervention groups for students with SEN, and evaluate their effectiveness.
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| Support for students with SEN or a disability | * Identify a student’s SEN and strategise to meet the child’s needs.
* Co-ordinate provision that meets the student’s needs and monitor its effectiveness.
* Secure relevant services for the student.
* Ensure records are maintained and kept up to date.
* Review the education, health and care (EHC) plan with parents or carers and the student.
* Communicate regularly with parents/carers.
* Have in place a robust transition programme to support students transitioning from primary school as well as mid-phase entrants.
* Ensure if the student transfers to another school, all relevant information is conveyed to that school and support a smooth transition for the student.
* Promote the student’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 student has SEN or a disability.
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| Leadership and management | * Work with 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 and review information the governing board is required to publish.
* Contribute to the SIP and whole-school policy.
* Identify training needs for staff and how to meet these needs.
* Lead INSET for staff.
* Share procedural information, such as the school’s SEN policy.
* Promote an ethos and culture that supports the school’s SEN policy and promotes good outcomes for students with SEN or a disability.
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| Safeguarding | * Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for students with SEN.
* Remain alert to the fact that students with SEN may be more vulnerable to safeguarding challenges.
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**JOB DESCRIPTION (Continued)**

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| To have line management responsibility for a team of Learning Support Assistants  | * Lead and manage Learning Support Assistants working with students with SEN or a disability.
* Review staff performance on an ongoing basis.
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| Teaching: | * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
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| Additional Duties: | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
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| Other specific duties: | * The Head of Inclusion/SENCO will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
* Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of Inclusion/SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.
* To support the school in meeting its legal requirements for worship.
* To promote the school’s corporate policies.
* To continue personal development as agreed.
* To actively engage in the staff review and development process.
* To undertake any other duty as specified by the School Teachers Pay and Conditions not mentioned in the above.
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| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.This job description is current at the date shown, but, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.Head of Inclusion/SENCO signed: …………………………………………………… Headteacher signed: …………………………………………………… |

