



Pound Park Nursery School and Pound Park Nursery School at Cardwell

JOB DESCRIPTION

SENCo with additional responsibility (maternity cover) Leadership L1-L2

Purpose of the Job

This is a senior post within the schools staffing structure, which carries with it membership of the Senior Leadership Team. This post holder is accountable to the Headteacher and is required to deputise for the Headteacher in their absence. As SENCo, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations that the Headteacher sets out.

Main Responsibilities:

1. As SENCo/Inclusion Leader, promote and develop inclusive learning and teaching throughout the school
2. To assist the Headteacher in the leadership and management of the school, including managing staff and resources and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Headteacher.
3. To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Headteacher.
4. To carry out the professional duties of a Classroom Teacher and SENCo as determined in the Teachers' Pay and Conditions Act and set out in the STPCD.

Specific Responsibilities

SEND Responsibilities

1. To ensure children with Special Educational Needs and/or disabilities are identified as early as possible and provided with the most appropriate support through partnership working with parents, the staff teams and outside agencies.
2. Update the Headteacher and Governing Body on the effectiveness of provision for identified groups of pupils and meet regularly with the SEND link governor
3. Liaise with other schools to ensure continuity of support and learning when transferring pupils with particular needs.
4. To manage appropriate records for the annual review process, pupil tracking and target setting and give assistance to staff in their own record keeping
5. To support and inform parents, staff and governors regarding SEND developments and any further advice/support needed.



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6. Maintain SEND register and liaise with external agencies as necessary.
7. Liaise with pupils/parents/outside agencies to ensure effective provision.
8. To ensure that members of staff are kept informed about the progress of children with SEND
9. To actively promote equality and inclusion by ensuring the curriculum provides the best possible education and care for all its children, taking into account ethnicity, gender, Special Education Needs and/or and children learning English as an Additional Language.
10. With the leadership team, ensure policies are in place and up to date, as SENCO ensure the SEND policy is regularly reviewed and updated and practice is in accordance with that policy

Leadership and Management:

11. To motivate and influence staff and children taking a lead role in maintaining the highest standards of teaching and learning, whilst helping to create and maintain a positive and happy school environment.
12. The post holder will be expected to network and liaise across the range of external providers, schools, community and coordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching.
13. Have a clear understanding of the School's Self Evaluation Form and School Development Plan and work with the leadership team to develop priorities. To take responsibility for developing and monitoring policy and practice alongside the Headteacher as laid out in the improvement plans.
14. The postholder interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them with the aim of improving the quality of teaching and learning in the school.
15. With the leadership team carry out appraisal and induction programmes for staff members identified by the Headteacher.
16. To be aware of health and safety issues as they arise in the school and respond appropriately in line with agreed school policies and procedures.
17. To train as a designated safeguarding person within the school and act as a member of the safeguarding team. To support the designated lead on safeguarding and child protection procedures alongside the Headteacher and attend meetings as appropriate.
18. To make a significant contribution to the school's continuing professional development programme by providing training opportunities for staff around particular needs including specific SEND training needs, supervision, delivering INSET and other CPD needs.



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19. To maintain an informed view of standards and of the quality of teaching across the school by monitoring planning, teaching and children's assessments and progress with specific focus on SEND.
20. To assist the Headteacher in all aspects of the day to day administration and organisation at Pound Park Nursery School. This may include timetables and coordinating arrangements for non-contact time, sickness and other events.
21. To participate in recruitment and selection with particular focus on SEND staff.

Teaching and Learning

1. To carry out teaching duties when needed, providing a model of excellence for colleagues.
2. To take a lead role in the management of the school database of individual children's attainment and progress ensuring learning of key groups is monitored, reviewed and addressed i.e. SEND, EAL, More Able etc

Professional Conduct

1. To adhere to the Pound Park Nursery School's Code of Conduct at all times.
2. To work effectively as a member of the leadership team establishing and maintaining good working relationships and ensure that care is taken when communicating with others to avoid any unnecessary conflict.
3. To ensure that a polite, courteous and helpful attitude is demonstrated at all times to the children, their parents, staff members and other agencies.
4. To ensure that punctuality is maintained throughout the day.
5. To manage own workload and plan time effectively.

Professional Development

1. To be a reflective practitioner who is committed to continual personal and professional development and can learn from past experiences.
2. To take responsibility for own professional development, keeping abreast of the latest initiatives and to disseminate information to colleagues.
3. To attend and contribute to staff meetings, governors meetings, professional development training and any other events as requested.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.