

Job Description

SENCo and Designated Safeguarding Lead

Salary: MPS/UPR SEN + TLR

1. Whole school development

- To take on the role of SENCo and Designated Safeguarding Lead
- To be a member of the Middle Leadership Team and to play a significant part in formulating, implementing and reviewing school policy and practice.
- To audit the effectiveness of Inclusion at Pinkwell together with Inclusion Leader and provide an annual and mini action plans to effect positive change.
- To play a leading role in producing and implementing policies linked to Safeguarding and Inclusion.
- To be responsible for updating the Safeguarding SEF and take a proactive role in setting timescales for actions
- To contribute significantly to the analysis of assessment data for SEN/D across the school in order to raise pupil attainment and achievement.
- To ensure, through effective monitoring the successful implementation of new initiatives, policies and procedures, challenge and support,
- To play a full part in developing and maintaining relationships between the school, parents, external agencies to secure the funding for EHCs.
- To further your own professional development by attendance at relevant courses.

2 Teaching and learning

- To present a model of good practice for SEN/D across all age groups in the school, including through some whole class and small group teaching.
- To ensure that the needs of pupils are met through the provision of an inclusive broad, balanced and rich curriculum.
- To lead and support staff in promoting effective inclusion, including through the provision of INSET including ReadWriteInc.
- To monitor inclusive practice, including scrutiny of planning, pupils' work and lesson observations.
- To ensure that good practice is identified and shared throughout the school to support and challenge staff to meet their core standards.
- To share good practice with other schools in the local authority and to take a lead on links with local schools.

3 Staff Management

- To assist in the recruitment, induction and professional development of Learning Support Assistants and HLTAs.
- To take a leading role in the performance management of Learning Support Assistants especially the HLTA for Safeguarding.
- To mentor the HLTA to be accountable for safeguarding children.
- To welcome all those unfamiliar with the school environment such as new staff, supply staff, student teachers, parent helpers and visitors and to help them feel at their ease.
- To play a leading part in facilitating good communication with all staff

The duties outlined in this job description set out the main tasks and responsibilities of the SENCo and Designated Safeguarding Lead. However, it is not exhaustive and new responsibilities may need to be added, or others altered, from time to time.

Person Specification

SENCo and Designated Safeguarding Lead

Qualifications and Training:

- Qualified Teacher Status
- SENCo accreditation (or willingness to do training)
- Level 3 Child Protection

Experience:

- At least 3 years successful teaching experience in a Primary School

Professional Knowledge and Understanding:

- Understanding of outstanding practice in teaching and learning for SEND
- Thorough knowledge of SEND Code of Practice
- Knowledge and understanding of writing Individual Education Plans or Individual Behaviour Plans
- A clear understanding of a range of assessment practices for those on SEND register and gap analysis

Professional Skills and Abilities:

- Evidence of excellent class teaching to provide a model of outstanding practice for others
- Evidence of the ability to work as part of a team ensuring that all members, including Learning Support Assistants, are deployed effectively
- The ability to plan and deliver effective and targeted in house training
- A proven track record of participation in the leadership and management of an aspect of the school
- A commitment to raising achievement through monitoring and evaluating and reporting effectively to the leadership team and to governors
- A strategic understanding of the analysis of a range of data
- The ability to use the analysis of data to plan effectively for SEND pupils and to address gaps in learning

Personal Qualities:

- Excellent communication and interpersonal skills with both adults and children
- Flexibility, sensitivity and the ability to find solutions
- Excellent record of personal attendance and punctuality
- A self-starter with the resilience and ability to plan individual programmes of work and achieve designated targets