



Job Description

Title:	Special Educational Needs Co-ordinator (SENCO)
Accountable to:	Deputy Head Pastoral
Salary:	MPS plus SA5
Disclosure level:	Enhanced (Essential)
Start Date:	1st September 2023

Beaulieu is a caring educational community where each student is welcomed and valued. This Catholic school provides a Christian environment in which opportunities are offered to each student to develop their talents to the full.

The Role

We are seeking a dynamic and experienced individual to lead our SENCO Department at Beaulieu Convent School from September 2023. The successful candidate will coordinate SEN provision, maintaining our commitment to inclusivity and enabling every child to reach their potential. Managing a small department and working alongside the School Leadership Team in an advisory capacity, they will ensure that we meet our legal requirements on SEN support and documentation. The successful candidate will take the strategic lead in the management and development of the School's Special Educational Needs (SEN) provision and oversight of the day-to-day operation of that policy with the aim of raising SEN pupil achievement.

Areas of Responsibility and Key Tasks

- Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN
- Ensure that the School carries out its statutory responsibilities regarding all students with Special Educational Needs
- Support all staff in understanding the needs of SEN pupils
- Support departmental developments of SEN provision
- Monitor progress towards targets for pupils with SEN
- Analyse and interpret relevant school, local and national data
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision.

Teaching and Learning

- Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEN
- Work with staff to develop effective ways of bridging barriers to learning through:

- assessment of needs
- monitoring of teaching quality and pupil achievement
- target setting
- pupil passports
- keeping accurate records
- Collect and interpret specialist assessment data to inform practice
- Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies
- Work with key stakeholders to ensure all pupils' learning is of equal importance and that there are high and realistic expectations of pupils.

Leading and managing

- Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings
- Lead on the performance management process for SEN teachers and Support Assistants
- Advise on and contribute to the professional development of staff, including whole school CPD provision
- Provide regular information to key stakeholders on the evaluation of SEN provision.

Effective deployment of staff and resources

- Advise the Headteacher / key stakeholders of priorities for deployment of staff, and utilise resources with maximum efficiency
- Maintain and develop resources, coordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies
- Work with external agencies to maximise resources made available.

Other professional requirements

- Coordinate all Annual Reviews and reviews of Individual Education Plans as / where appropriate and attend / chair, when necessary
- Attend Year 6 Annual Reviews for primary pupils with statements to help facilitate continuity and progression through the development of a transition programme
- Liaise with parents and staff requiring advice about provision (Secondary School SENCO)
- Exercise a key role in assisting all stakeholders with the strategic development of SEN policy / provision.

This job description will be subject to an annual review to ensure that it meets the needs of the School's Strategic Plan.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the tasks and responsibilities could be subject to review.

This job description does not form part of the contract of employment and may be reviewed, amended or replaced from time to time to suit the needs of BSCL. There may

be times when the post holder is required to undertake additional tasks, duties and responsibilities within their capabilities.

Safeguarding: We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Safeguarding duty.

Signed: _____

Date: _____

Jobholder

Signed: _____

Date: _____

Member of ELT