



Our Lady of Walsingham CMAT SENCo Job Description



Our Lady of Walsingham Catholic MAT is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Job Title:	Trust SENCo LEAD
Salary point range:	Leadership scale L12 – L16
Hours	Part time (0.5FTE)
Responsible to:	CEO, Director of Primary Improvement, Trust Headteachers, and the Trustees
Responsible for:	Provision of SEND strategies to all pupils across the Trust
Effective Date:	1 st January 2024

ROLE AND CONTEXT

CORE PURPOSE

The Trust SENCO, under the direction of the CEO and Director of Primary Improvement, will:

- Assure the delivery of SEND policy and provision across **all** trust schools.
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provisions to support individual pupils with SEND across our primary schools and to fill gaps in provision in other trust schools as necessary.
- Provide professional guidance and support to wider SENDCo colleagues, working closely with staff, parents, and other agencies.
- To be responsible for the education and pastoral needs of pupils in accordance with the contractual obligations of the current 'School Teachers' Pay and Conditions Document'.
- Lead, develop and manage research-led inclusive practice throughout all trust schools.
- To deliver the requirements of the National Curriculum and the National Standards for Teachers and SENCOs.
- Determine, manage, and evaluate the outcomes of intervention programmes and support for children with Special Educational Needs.
- To lead in the promotion of a professional, caring, and supportive atmosphere within the school.
- To actively contribute to school Self-Evaluation and Academy Improvement Planning. Keeping the SEND provision as a key priority in all schools.
- Determine and deliver work with external agencies and providers and coordinate their activities with regards to children and their families and ensure the same in all schools.
- Be aware of provision in the local offer and ensure the schools and Trust maximises its benefit from this offer.

GENERAL DUTIES

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the CEO, and Trustees, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

TEACHING AND LEARNING

- Determine, promote, and adopt the most effective teaching approaches for pupils with SEND and ensure the same approach by colleagues.
- Monitor and take action to improve teaching and learning activities to meet the needs of pupils with SEND.
- Determine and deliver modelling of inclusive and adaptive teaching practices to ensure that all pupils are able to make excellent progress.

RECORDING AND ASSESSMENT

- Ensure that colleagues to set challenging targets for raising achievement among pupils with SEND.
- Determine and deliver systems to implement the strategic vision of the trust as
- Report to the CEO, Director of Primary Improvement, Trust Headteachers, and the Trustees on the effectiveness of provision for pupils with SEND.
- Develop understanding of learning needs and the importance of raising achievement among pupils among all staff across the Trust.

ACROSS TRUST SCHOOLS IDENTIFIES AS REQUIRING ADDITIONAL SENCo CAPACITY

- Attend EHCP review meetings and parent consultations to discuss concerns and keep them informed about their child's progress.
- To write successful and accurate referrals, assessments, reports and advice in connection with formal assessment procedures
- Analyse assessment data for children with SEND, determining appropriate recommendations or taking necessary action following such analysis.
- Successfully Lead on (where appropriate) and review EHCPs.
- Ensure the school SEN list is up to date and that effective processes in schools allow all stakeholders are fully informed about support programmes that are in place.
- Ensure pupil plans are monitored regularly; are live documents and their impact is assessed, and progress can be evidenced.
- Actively Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND and understand the importance of quality first teaching taking ownership of additional provision and the progress children (with SEND) make in their class/teaching group.
- Take the lead in constructing the schools' provision map ensuring intervention programmes target the right pupils and staff expertise is deployed appropriately.
- Produce a SEND Information Report for the website and for Directors meetings
- Attend and support relevant inspections

ALL TRUST SCHOOLS

In conjunction with the Trust CEO and Executive team, Headteachers and wider SLT:

- Deliver impactful training opportunities for learning support assistants, teachers and other stake holders to learn about SEND and work with other colleagues to deliver training on specific intervention programmes.
- Disseminate good practice in SEND across each school and develop consistent practice across the trust schools.
- Determine resources needed to meet the needs of pupils with SEN and work with the Headteacher to deliver them.
- Produce termly reports for Directors.
- With the senior leadership team, monitor and evaluate the progress made, with priorities and supporting action plans, in the school development plan.
- Monitor the INSET needs of colleagues and in collaboration with the senior leadership team ensure that they are met.

BUDGETS

- To have a good knowledge of SEN funding in the budget and ensure the money is spent appropriately.
- To be responsible for claiming additional top-up funding where pupils have additional higher-level needs.

GENERAL

- Support the aims and ethos of the trust and the individual schools.
- Set a good example in terms of dress, punctuality and attendance.
- Uphold behaviour policies of the school.
- Participate in ongoing CPD.
- Attend team and staff meetings.
- Develop links and networks within the schools' clusters and local authority.
- Safeguarding - attend all relevant training.

GENERAL INFORMATION AND REVIEW

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant Trust policies and procedures, within legislation, and with regard to the needs of the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:

Date: