



## St. Mark's R.C. Primary School

Head teacher Mrs E Woodruff  
Queensway, Swinton, Salford M27 8QE  
Phone: 0161 794 3876  
Email: [support@st-marks-clifton.salford.sch.uk](mailto:support@st-marks-clifton.salford.sch.uk)  
[www.st-marks-clifton.salford.sch.uk](http://www.st-marks-clifton.salford.sch.uk)

### JOB DESCRIPTION ST. MARK'S PRIMARY SCHOOL, QUEENSWAY, SWINTON, M27 8QE

**Post:** SENDCo, LAC and Inclusion lead

**Responsible to:** Head teacher, Deputy Head teacher

#### KEY PURPOSE OF THE JOB

To be committed to securing and delivering the key functions of the school:

Achieving the Highest Standards for all groups of learners

Closing Gaps

Engaging the Whole Learning Community

#### MAIN PURPOSE

The SENCO, under the direction of the senior leadership team, will:

- Determine the strategic development of special educational needs (SEN) policy, and co-ordinate provision to support their learning and wellbeing.
- Be responsible for day-to-day operation of the SEN policy and work alongside phase leaders to support the co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Attend Senior Leadership Team meetings when requested to discuss strategic development of special educational needs

#### DUTIES AND RESPONSIBILITIES

##### Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, with respect to provision for pupils 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)
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- 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 alongside the senior leadership team, and suggest changes to make use of funding more effective

#### **Operation of the SEN policy and co-ordination of provision**

- Maintain an accurate SEND register, medical register and caseloads specific to wider agencies
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early year's providers, 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 pupils with SEN or a disability

#### **Support for pupils with SEN or a disability**

- Support teachers with early identification of a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness alongside phase leaders
- Secure relevant services for the pupil by supporting teachers to make appropriate referrals
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extracurricular activities
- Work with the designated teacher for cared for children, where a looked-after pupil has SEN or a disability

#### **Leadership and management**

- Work with the senior leadership team 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 school improvement plan and whole-school policy where needed
  - Identify training needs for staff and how to meet these needs
  - Lead SEND INSET for staff

- Share procedural information, such as the school's SEN policy, with stakeholders
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability

#### **PERFORMANCE MANAGEMENT TEAM LEADER**

- Ensure that performance management arrangements are effectively discharged and monitor the effectiveness and impact of performance management arrangements within a key stage/department (subject to the performance management policy)
- Monitor and evaluate the contribution and impact of other staff to school improvement across key stages/departments
- Provide quality assurance monitoring and intervention as agreed
- Identify staff development needs and co-ordinate these with those responsible for CPD in the school
- Plan the deployment of staff expertise to achieve school improvement objectives

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#### **OTHER DUTIES AND RESPONSIBILITIES**

To attend meetings, in accordance with school policy and to lead such meetings as required.

To take whole school assemblies and to support other staff with assemblies.

To prepare and present reports, as required to, e.g. governors, LA officers, parents, outside agencies.

To attend occasional meetings during evening hours, at weekends or in school holidays, as required.

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#### **SAFEGUARDING RESPONSIBILITIES**

The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

To be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To support the protocols and systems that are in place to address the needs of children with special educational needs and 'children in need' as defined by the Children Act.

To ensure Safeguarding Procedures and the Common Assessment Frameworks are in place, are understood and are implemented within own area of the school.

To ensure child protection procedures and processes are followed within own area of the school.

#### **KEY ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils