



JOB DESCRIPTION

Job description for the post of: SENCO/Inclusion Leader					
Directorate: Children and Young People			Location:	Education	
Establishment or team:		The Ribblesdale Federation of Schools		Post number:	
Grade:	MPS	Line manager:	Headteacher	Car user:	n/a

Core Values and Job Purpose

We believe:

We can make a positive difference to the lives of children and young people.

We value

- The role of parents, carers and all who have a parenting responsibility.
- What children, young people and their families want to tell us.
- The power of people working together to achieve common aims.
- Good public service.
- The richness of our diverse communities and cultural heritage.
- The essential contribution education and learning make in improving lives of children and young people.
- The creative contribution made by children and young people to their communities.

And the purpose of this job is to: Carry out the professional duties of a SENCO, under the reasonable direction of the Headteacher

Duties and responsibilities

Strategic development of SEN and Inclusion policy and provision

- Have a strategic overview of provision for pupils with SEND, medical needs and those who are disadvantaged across the school, monitoring and reviewing the quality of provision
- Contribute to Federation self-evaluation, particularly with respect to provision for pupils with SEND, medical needs and those disadvantaged
- Ensure the SEND/Medical Needs policies are put into practice, and that the objectives of these policies are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective for pupils with SEND needs, and other identified groups

Operation of the SEND/Medical Needs policy and co-ordination of inclusion provision

- Maintain an accurate SEND register and provision map
- Maintain an accurate medical needs/disadvantaged register
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Provide guidance to colleagues on teaching pupils who are disadvantaged
- 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 years providers, other schools, educational psychologists, health and social care professionals, and other external agencies

Operation of the SEN policy and co-ordination of provision cont...d

- Be a key point of contact for external agencies, especially the local authority
- Analyze assessment data for pupils with SEND, medical needs and disadvantaged
- Implement and lead (where appropriate relevant) intervention groups for pupils with SEN, and evaluate their effectiveness
- Support staff to plan for and implement relevant intervention groups across the school, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Identify a pupil's SEND, medical need
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil.
- Review the IECHP with parents or carers and other medical professionals
- Communicate regularly with parents or carers
- Ensure that 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 extra-curricular activities
- Act as the designated teacher for looked-after children
- Act as the mental health leader for pupils and adults in school

Leadership and management

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements, including policy development
 - Prepare and review information the governing board is required to publish
 - Contribute to the school improvement plan and whole-school policy
 - Identify training needs for staff and how to meet these needs
 - Lead INSET for staff
 - Share procedural information, such as the school's SEN/Medical policy
 - Complete the pupil premium statement and update accordingly, report to the Federation Board
 - Support the appraisal process
 - Act as a DDSL, with specific responsibilities identified in consultation with the Executive Headteacher
 - Promote an inclusive approach and implement the vision and values of the Federation at all time
- Promote an ethos and culture that supports the school's SEN/Medical policy and promotes good outcomes for pupils with SEND or medical needs

The SENCO/Inclusion Leader will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO/Inclusion Leader will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher/line manager.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This Federation is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.