



Dawpool Church of England (Aided) Primary School

Job Description for SENCo & Inclusion Manager

Vision Statement	‘The Dawpool community are united in their ambition to create a school which embodies the person, love and work of Jesus Christ: a school which enables Christian values to flourish and where all children may experience the abundant life that Jesus offers.’
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Christian Ethos:	To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of Dawpool Church of England (Aided) Primary School, securing its Vision Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.
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Purpose:	<ul style="list-style-type: none"> • Inspire, nurture and achieve excellence for all. • Assist in the promotion, direction and oversight of effective inclusion for all pupils, particularly those with SEND or other vulnerable or disadvantaged characteristics or contexts. • Contribute to raising standards, ensuring inclusive practice and equality of opportunity for all. • Ensure that SEND, vulnerable and disadvantaged pupils achieve their best. • Provide leadership, support and direction for inclusion across the school. • Support the strategic leadership, direction and development of the school.
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Reporting to:	Deputy Headteacher / Headteacher
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Liaising with:	Deputy Headteacher / Headteacher
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Disclosure level:	Enhanced DBS
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Note

In the context of this Job Description, pupils with special educational needs are deemed to include:

- Pupils on the school’s Special Educational Needs Register;
- Pupils identified as being Gifted and Talented;
- Pupils with identified specific learning difficulties;
- Pupils with identified social or behavioural difficulties;
- Pupils with poor emotional or mental health.

In the context of this job description, pupils with vulnerable or disadvantaged characteristics are deemed to include:

- ‘Looked After’ pupils;
- Pupils with Child Protection and SGO orders or plans;
- Pupils eligible for free school meals or the Pupil Premium;
- Pupils belonging to ethnic minorities;
- Pupils with English as an additional language;
- Pupils of Romany, Gipsy or Traveller families;
- Pupils who the Headteacher considers have previously received, for any reason, an inadequate or compromised education;

- Pupils who are achieving and/or progressing significantly behind/at a significantly slower rate to their peers.

Duties and Responsibilities

Duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document. This may be modified by the Headteacher, after discussion with you, to reflect or anticipate changes in the job, commensurate with your experience, the salary or job title.

The post-holder may not fulfil *all* of the duties listed below but should have *the ability to fulfil all or most* of the duties.

Strategic direction and school improvement

- Work closely with the Headteacher, to ensure inclusive practice is continuously developed and improved so that it is consistently of the highest standard and all pupils achieve their potential.
- Liaise with the Headteacher about the strategic direction of all aspects of SEND and to lead on these aspects.
- Help set the vision, values and ethos for school life, for all pupils, particularly pupils with SEND and/or vulnerable characteristics or contexts.
- Contribute to the raising of standards and the acceleration of progress for all pupils, ensuring inclusive practice and equality of opportunity for all.
- Contribute to the design, management, implementation and positive impact of the School Improvement Plan (SIP), taking responsibility for appropriately delegated aspects.
- Contribute to and support the evaluation of the effectiveness of school policies and practice, analysing the impact on pupils with SEND or other vulnerable or disadvantaged characteristics.
- Help ensure that parents are kept well informed about the curriculum, provision and their own child's progress and achievement.
- Signpost parents to services, agencies, events and research evidence to help them support their own children.
- Maintain positive relationships with parents, outside agencies, the local and school community.
- Stay informed about recent legislation, local and national policy, research evidence and pedagogy to ensure best practice.
- Work closely with the Headteacher and SLT on the behaviour policy.

Teaching and Learning (particularly in relation to SEND, disadvantaged and vulnerable pupils)

- Monitor the quality of teaching and learning, including planning, to ensure that it meets the needs of SEND, vulnerable and/or disadvantaged pupils.
- Be knowledgeable about the Dawpool curriculum and confident that it meets the needs of SEND, vulnerable and/or disadvantaged pupils.
- Identify, adopt and promote the most effective teaching and learning approaches for SEND, vulnerable and/or disadvantaged pupils.

- Liaise with local schools and colleagues to ensure continuity and consistency of provision, policy and practice.
- Keep abreast of any new developments in the teaching and assessment of SEND, vulnerable and/or disadvantaged pupils.
- Disseminate information and initiatives to all members of staff.

Staff Leadership and Development

- Identify key CPD needs and lead staff meetings, briefings and training, as appropriate.
- Support all staff in understanding and meeting pupils' needs.
- Provide high quality coaching and mentoring to ensure that staff are knowledgeable, confident and fulfilling their responsibilities regarding inclusion and equality.
- Conduct pupil progress meeting with teaching staff to monitor the progress of SEND, vulnerable and/or disadvantaged pupils.
- Support staff induction, ensuring that all staff realise their safeguarding responsibilities as well as their responsibilities towards SEND, vulnerable and disadvantaged pupils
- Model good practice and lead by example.

Monitoring and Assessment

- Ensure SEND register & provision maps are up to date, reviewed and amended regularly.
- Ensure that relevant individual pupils have a personalised education plan/curriculum, and its impact is regularly measured and reviewed
- Ensure identified individual pupils have pupil passports and that these are relevant, in use and updated regularly.
- Regularly monitor, review and adjust interventions and their impact on pupil outcomes.
- Ensure robust systems are in place for identifying, assessing and reviewing SEND, vulnerable and disadvantaged pupils.
- Update Governing Body on SEND and Inclusion and the effectiveness of provision.
- Ensure recording and storing of information complies with Data Protection and GDPR

Safeguarding

- To be aware of and comply with policies/procedures related to health, safety, security, confidentiality, data protection, GDPR and report all concerns.
- To be aware of the principles of safeguarding as they apply to vulnerable children and adults, ensuring that you keep your line manager fully informed of any concerns which you have in relation to safeguarding and child protection.

Supervision

- The post holder is performance managed by the Headteacher.

Other Specific Duties

- Commitment to promoting and enhancing the school's distinctive Christian vision and values, working alongside all stakeholders to ensure that all pupils are able to benefit from and enjoy 'the abundant life that Jesus offers'.
- To continue personal development as agreed at Appraisal.

- To engage actively in the Appraisal process.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support the School's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with the internet code of practice.
- To show a record of excellent attendance and punctuality.
- To adhere to the school's Dress Code.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Dawpool Primary will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

July 2022