

**St Bernadette's Catholic Primary School**  
**Hobmoor Road, Yardley, Birmingham B25 8QL**  
**0121 783 7232**

**Special Educational Needs Coordinator (SENCO)  
and Deputy Designated Safeguard Leader**

**Job Description**

**Purpose of job**

- To determine the strategic development of special educational needs (SEN) policy provision in school. To be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability.
- To provide professional guidance to colleagues, working closely with staff, parents and other agencies. The SENCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- As a Deputy DSL in school, and as part of a larger Safeguarding Team, they will take responsibility for safeguarding and child protection across the school. They will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children.
- As part of the Safeguarding Team, they will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.

**Main 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, particularly with respect to provision for pupils with SEN or a disability
- Ensure the SEN policy is put into practice, and that the objectives of this policy 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 the impact of additional provision and value for money.

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

- Maintain an accurate SEND register and provision map
- 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 years' 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
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness
- Apply for funding where and when appropriate

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

- Identify a pupil's SEN
- 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 funding from education health and care plan with parents or carers and the pupil
- 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

## **Leadership and management**

- Work with the Head Teacher 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
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability

## **Managing referrals**

- Refer cases to the local authority children's social care where appropriate
- Support staff who make referrals to local authority children's social care
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals (using My Concern)

## **Working with staff and other agencies**

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- Inform the Head Teacher of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- Liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
- Act as a source of support, advice and expertise for staff
- Understand the assessment process for providing early help and intervention
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference
- Attend and contribute to child protection case conferences effectively when required to do so

## **Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role
- Obtain access to relevant resources

## **Raise awareness**

- Ensure the school's child protection policies are known, understood and used appropriately
- Work with the governing board to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community
- Ensure that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this
- Link with the local safeguarding children board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding

- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them

### **Other areas of responsibility**

- Undertake safer recruitment training and support the school to follow best practice
- Provide safeguarding reports to the governing board
- Model best practice and uphold the principles of confidentiality and data protection at all times
- To safeguard every pupil's health, safety and wellbeing in line with school policies.

To carry out any other duties reasonably requested by the Head Teacher or Deputy Head. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head Teacher. This job description does not form part of the contract of employment. It describes the way in which SENCO is expected and required to perform and complete the particular duties as set out above.

### **Relationships**

The post holder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

### **Physical Conditions**

The post is based at St Bernadette's Catholic Primary School

The post is subject to an enhanced Disclosure and Barring Service check

### **Equal opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with St. Bernadette's and Birmingham City Council's Equal Opportunities Policies

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

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.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.



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**[www.stberns.co.uk](http://www.stberns.co.uk)**

**Headteacher: Miss Angela Cowings**