

Haydock English Martyrs Catholic Primary School



Senior Leader/ SENCO Job Description

JOB DESCRIPTION

Job Title:	Senior Leader/ SENCO (some class non- contact time will be given to carry out management duties)
Terms and Conditions	As specified within the School Teachers' Pay and Conditions document Annual leave – Holidays may only be taken during school holidays.
Salary:	Classroom Teachers' Pay Scale/ UPS TLR2b In line with the current Whole School Pay Policy and <i>Teachers' Pay and Conditions Document</i>
Reports to:	Head teacher
Supervisory responsibility	The postholder may be responsible for the deployment and supervision of the work of Learning Support Assistants relevant to their responsibilities

MAIN PURPOSE

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

To be a member of the Senior Leadership Team contributing to the vision, direction and everyday leadership of the school in conjunction with other key leaders.

Play a key role in raising and maintaining standards of teaching and learning in relation to the priorities in the School Improvement Plan.

To be responsible for writing the aspects of the School Self Evaluation which relate to Additional Needs and work with other members of Senior Leadership Team to contribute to other aspects of school self-evaluation

In addition you are required to undertake the following responsibilities:

Main Responsibilities

Teaching

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Post-Threshold Teachers are required to demonstrate an active contribution to the policies and aspirations of the school, to demonstrate that they are effective professionals who challenge and support all pupils to do their best.

Special Educational Needs Co-ordinator

- To be the named lead practitioner for children with Additional Needs (SENCO).
- To make colleagues in school aware of their responsibilities to pupils with additional needs.
- To co-ordinate the development of school based strategies for the identification, support and review of our SEN pupils.

- To assist colleagues in the school in the development of an appropriate programme of work for our SEN pupils.
- To provide information for colleagues on special educational resources and services available in the authority.
- To liaise with the head of special needs at associated secondary schools and with all other outside agencies.
- To liaise and seek support from other agencies where appropriate.
- To prepare paperwork and case files for children with additional educational needs to ensure timely presentation to panel and review committee.
- To monitor teaching and learning activities to ensure they meet the needs of pupils with SEN.
- To disseminate outstanding practice in SEN across the school.
- To establish and update the Special Needs Register.
- To listen to colleagues with concerns about pupils and advising them accordingly.
- To monitor any screening/ baseline assessments in order to pick up children who are falling behind.
- To help class teachers to write Individual Education Plans and to organise manageable recording systems.
- To remind staff at termly intervals to evaluate progress and to support them in writing reviews and new IEPs.
- Co-ordinating provision by calling meetings as necessary and ensuring that all involved (class teachers, parents, carers, outside agencies, Learning Support Assistants, pupils) contribute.
- Carrying out annual and interim reviews of statemented children.
- To initiate in-service training for the whole staff in order to update knowledge and strategies.

Leadership and Management

- Support and implement the vision and Catholic ethos of the school.
- Contribute to, implement and evaluate the success of the School Improvement Plan relevant to TLR area.
- Together with SLT, lead on school self- evaluation process for your TLR area including if necessary lesson observations, work scrutiny and monitoring of standards to bring about improvements.
- Be a proactive member of the school's Senior Leadership Team.
- Be an effective role model.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and Catholic ethos of the school.
- To keep up to date with current thinking, regulations and initiatives.

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with the Appraisal Policy.

Other

- To have professional regard for the Catholic ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher.

NOTE:

Notwithstanding the details in this job description, the job holder will undertake such duties as maybe determined by the Headteacher from time to time up to or on a level consistent with the principal responsibilities of the job.

Signed to indicate agreement..... [Teacher] Date.....

Signed [Headteacher] Date