



# St Ursula's Convent School A Humanities College and Teaching School

**SENCo – Job Description and Person Specification**

**Responsible to:** Senior Leadership Team  
**Responsible for:** St Ursula's staff including, but not limited to, Teaching Assistants and outside support agencies such as speech & language therapists etc.

<b>Duties</b>	<ul style="list-style-type: none"> <li>Strategic overview of whole school SEN policy / procedures</li> <li>Work with the SLT for behaviour and attitudes to ensure the school fulfils its statutory requirements including but not limited to the SEN code of practice</li> <li>Line management and support where necessary TAS to ensure they fulfil their responsibilities as outlined in their job descriptions</li> <li>Hold strategic oversight of the Quality of Education, ensuring all learners have access to appropriate curriculum pathways to reach / exceed their potential</li> <li>Lead a team of staff to ensure the smooth day to day running of the school, drawing on the skills / expertise of the wider staffing body where necessary</li> <li>To ensure all PCAR's are reviewed within required time frames, working with external partners to review earlier if required. Where delegation is necessary QA of the process should still be completed and training if necessary.</li> <li>Act as an advocate for students and families providing support / guidance where necessary ensuring that all students receive the SEND support required</li> <li>Respond to LA consultations school placements ensuring this is in line with current SLA and in the best interest of the QoE for all other centre learners</li> <li>To work with local authority to ensure where possible HN Funding is gained for students</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>Leading SEND teaching approaches/strategies and dissemination across the Specialist Provision and academy</li> <li>Monitoring and reporting on effectiveness of teaching and learning strategy for SEN students</li> <li>Liaison with Subject Leaders/staff in respect of SEN and attendance at subject leader meetings</li> <li>Communication strategy with a variety of stakeholders</li> <li>Creation and maintenance of Parent/Carer Network groups and centre resources, including web resources and webinars</li> <li>Teaching/mentoring groups and individual students</li> <li>Contribute to SEND Curriculum development including literacy and numeracy and preparing for independence strategy.</li> <li>Assess EHCP suitability for students applying for placement at St Ursula's</li> <li>Work with St Ursula's and wider staff to ensure the correct interventions and deployment of resources are in place for students with an EHCP</li> </ul>

	<ul style="list-style-type: none"> <li>• Responsibility for the Looked After Children at St Ursula's</li> </ul>
<b>Recording and Assessment</b>	<ul style="list-style-type: none"> <li>• SEND database developments</li> <li>• Whole academy target setting for St Ursula's students</li> <li>• Monitoring progress of provisions</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Leading and managing staff and coordination of the provision.</li> <li>• Applying for funding for LACs and high-need funding and keeping abreast of new funding initiatives as well.</li> <li>• Regular liaison with delegated SEND Trustee and audit of SEND Policy and Practice and development of said policy.</li> <li>• Devising and implementing training for Trustees, SLT and Staff.</li> <li>• Liaison with external services and the Local Authority and managing SLAs with clients.</li> <li>• Contribute to the SEND Resource strategy including human and other resources.</li> <li>• Act as Professionals Group facilitator, Management Board Lead and Chair meetings.</li> </ul>
<b>Standards and quality assurance</b>	<ul style="list-style-type: none"> <li>• Maintain own professional practice standards in keeping with relevant professional guidance.</li> <li>• Arrange training for staff in respect of SEND</li> <li>• To always adhere to professional and staff codes of conduct.</li> <li>• As an employee to comply with the duty, under the Health &amp; Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.</li> <li>• To ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.</li> <li>• To carry out any other duty as may reasonably be requested by the principal or line manager.</li> <li>• Demonstrate a commitment to the principles of equality and carry out duties in accordance with the Equalities and Diversity Policy</li> <li>• Uphold the Catholic ethos of the school</li> </ul>

## **SENCO - Person Specification**

### **Qualifications**

QTS status  
Degree Status

### **Teaching Ability**

#### **Preparation of lessons**

Always well prepared

#### **Classroom performance**

Enthusiastic and energetic

#### **Pupil Progress**

Evidenced in results

#### **Marking of work**

Always detailed, thorough and positive

#### **Learning environments**

Makes extensive use of student's work and display  
Keeps areas tidy and interesting

### **Relationships**

#### **Extra-curricular**

Gives their time generously

#### **Disposition**

Has a calming influence in times of stress

#### **Relationships with Students**

Students respond extremely positively

#### **Co-operation**

Can work in a team

#### **Relationships with Colleagues**

Held in high regard by colleagues

#### **Managing Conflict**

Able to give and receive effective feedback

#### **Conduct**

Exercises professional courtesy and judgement

### **Competencies**

#### **Level of ICT**

Is competent in the use of ICT to monitor pupil progress

#### **Attendance and Punctuality**

Good attendance record  
Always on time to school and to lessons

#### **Catholicity**

Supportive of Catholic Education