



Job Description

Designation of Post:	Head of Learning Support – SEND & Inclusion Lead (SENCO)		Pay Scale	TLR 1 plus SEN allowance
Responsible to:	Headteacher	Responsible for:		Assistant SENCO Nurture Teacher TAs/HLTAs
Liaising with:	Senior Leadership Team Head of Student Services Year Leaders Subject Leaders Student Services Team School Nurse Teaching staff External Agencies Parents			
The purpose of this post:	<ul style="list-style-type: none">• To be responsible for the leadership, management and development of inclusive practice throughout the school in ensuring that students with special educational needs and disabilities are supported to make excellent progress• To consult with appropriate personnel inside and outside the school, to ensure provision for all SEND students• To coordinate provision for students with EAL• To write and/or contribute to EHCPs and area of need plans alongside students, parents and external agencies• To develop appropriate provision for students with EHCPs and SEND by working closely with the staff delivering the interventions• To analyse SEND student data and support the development of appropriate action plans where necessary• To be proactive in working with the Student Services team and Subject Leaders to have strategies for early identification and support for students.• To demonstrate excellence in teaching and to lead effective strategies for staff to make learning accessible to all.			

All staff at Prenton contribute to our vision and values.

Making a positive difference today to achieve a better tomorrow by:

- Providing a safe, happy and respectful school community;
- Making students the foundation of our school;
- Celebrating and welcoming diversity and equality;
- Empowering, challenging and inspiring all in the classroom and beyond;



- Creating opportunities where everyone is supported and valued;
- Promoting courage, ambition and aspiration.

The staff, governors, students and whole Prenton community will achieve our vision through our values of:

- Trust
- Respect
- Integrity
- Kindness
- Endeavour

MAIN DUTIES AND RESPONSIBILITIES:

Leadership & Management

- Be responsible for the strategic direction and development of SEND provision in the school, including staff CPD.
- Develop, implement and monitor Inclusion and Learning Support policy and practice.
- Comply with statutory requirements within the SEND Code of Practice for SEND students.
- Identify students with Special Needs, produce and maintain an up to date record of these students and their needs; communicate effectively with all staff concerning these students.
- Set targets for SEND students, monitor progress made, assist in the evaluation of adaptive teaching strategies and use the analysis to guide further improvement.
- Maintain effective partnerships with parents/carers to promote student learning; provide information to parents about targets and progress.
- Lead and manage the inclusion team.
- Encourage all staff to recognise and fulfil their statutory responsibilities to students with SEND.
- Access, liaise with and co-ordinate the work of external agencies to improve the quality of provision for SEND students, including EAL.
- Liaise with primary SENCOs to facilitate positive transition, including data transfer; liaise with academic partners at KS5 on behalf of SEND students.
- Be responsible for the inclusion budget, including the cost of external agencies and effective deployment of resources for SEND students.
- Support the school ethos, vision and values through consistent application of school policies.
- Effectively support the Senior Leadership Team in monitoring provision of Teaching & Learning across the school and its importance on progress of SEND students.
- Provide professional leadership and guidance to the Headteacher, Senior Leadership Team and governors on all matters relating to SEND provision and good practice.
- Keep up to date through INSET on all relevant issues, including statutory and legislative changes.
- Play a significant role in whole school development planning. To contribute to regular Quality Assurance as a means of improving team practice and identifying areas for development.
- Contribute to development planning documents in accordance with the vision of the Headteacher and the School Priorities.
- Organise effective team meetings.
- Ensure that Teaching Assistants are supported in delivering relevant programmes of intervention, particularly where these are linked to EHCPs and area of need plans.
- Oversee effective communication with parents regarding whole year group events.



- Contribute to the development of whole school policy and support the school, aims and ethos.
- Be committed to continuing professional development and to seek opportunities for continuous improvement.

Achievement & Progress

- Establish high expectations of and aspirations for all SEND students across the curriculum.
- Support and advise staff in understanding the learning needs of SEND students and the importance of raising their achievement.
- Improve whole school experiences for SEND students.
- Maintain an overview of the curriculum as it is experienced by students with SEND and to be involved in discussion about teaching and learning and the curriculum provision.
- Liaise with Subject Leaders regarding student progress as necessary and to take appropriate action when monitoring and evaluation reveal underachievement or identified issues.
- Monitor student standards and attainment against targets.
- Communicate effectively with parents/carers, support staff, governors and external agencies in relation to students' attainment and progress and relevant intervention strategies.
- Respond speedily to parental communication and be available for effective communication between home and school.

Behaviour & Safety

- Monitor the behaviour of students with SEND to ensure that their achievements are celebrated, and that staff are using relational practice in a way that takes account of the individual needs of students.
- Promote reward strategies for students making good/improved progress.
- Attend meetings as necessary to represent the interests of students with SEND or EAL and to feedback from these meetings to the relevant team(s).
- Liaise effectively with the Student Services Team and external agencies to support individuals with SEND or EAL.
- Provide guidance regarding the impact of a student's SEND on behaviour as appropriate, particularly in relation to decisions regarding potential exclusions.
- Respond speedily to parental communication and be available for effective communication between home and school.

Teaching

- Undertake an appropriate programme of teaching in accordance with 'Teaching the Prenton Way'.

Outcomes

- Improve attendance for all students with SEND or EAL.
- Reduce the number of repeated Internal and Fixed Term Exclusions for students with SEND or EAL.



- Secure academic outcomes for all students with SEND or EAL.
- Increase engagement with extra-curricular and other enriching opportunities for students with SEND.

Additional Duties

- Undertake duties specific to students with SEND or EAL as appropriate.
- Undertake any duty as specified in the STPCD not mentioned above.

SAFEGUARDING AND CHILD PROTECTION

Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.

HEALTH AND SAFETY

All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.

EQUALITY AND DIVERSITY

All staff at Prenton High School for Girls are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity.

DATA PROTECTION

All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with Data Protection and GDPR 2018.