



Ivy Lane School

SENCO and Deputy Designated Safeguarding Lead (DDSL)

0.9 FTE

Job Description

Salary Scale/Spinal point : Dependent on experience with TLR2

EFFECTIVE DATE: November 2024

This is an important 0.9 post requiring an outstanding SEN teacher who can support the school's community as it continues to grow. We are looking for someone with a commitment to the aims of high-quality primary education for all groups of learners. The successful candidate must have the ability and skills to support SEN/LAC/EAL/AGAT children and their teachers and families to ensure they make best progress.

The post holder will be required to undertake the following areas of responsibility and key tasks:

Key Tasks and Responsibilities for the SENCO

- Strategic leadership and development of SEN across EYFS, Key Stage 1 and Key Stage 2.
- 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 in EYFS, Key Stage 1 and Key Stage 2.
- Monitor the provision and progress of SEN, EAL, AGAT and looked after children in EYFS, Key Stage 1 and Key Stage 2.
- Liaise with FS1 settings and parents as part of the early identification process
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- Provide pastoral support and advice for families and carers in need.
- Oversee the Teaching Assistants in EYFS, Key Stage 1 and Key Stage 2 to deliver intervention programmes and one-to-one support
- Take part in senior leadership meetings.
- Liaise with parent groups at the school.
- Contribute to the wider school life and school's core values and ethos.

Professional Duties

- Defining the school's aims and objectives for SEND for EYFS, Key Stage 1 and Key Stage 2.
- Reviewing and development of the SEND Policy.

- Ensuring that cross-curricular concerns such as equal opportunities and PHSE issues are reflected in the delivery of special needs education.
- Supporting pupils on the SEND register through the withdrawal of groups where appropriate or for the planning of in-class support by Teaching Assistants.
- Leading staff training to develop staff expertise, including de-escalation and supporting learners with specific learning difficulties.
- Attending appropriate in-service courses and reporting back to colleagues.
- Ensuring consistency across EYFS, Key Stage 1 and Key Stage 2 in the maintenance of records in providing appropriate information.
- Being an expert of SEND to colleagues.
- Keeping all staff informed of new Government and LA directives.
- Communicating SEND issues effectively within school and the wider community – parents, Governors and other agencies.
- Liaising with external support services and other agencies in order to gain support for children and their families.
- Writing reports where required and attending multi-agency meetings.
- Providing help and support for staff with regard to SEND teaching and learning and assessments.
- Supporting colleagues to write support plans, making referrals and assisting in drawing up IEPs and de-escalation plans.
- Liaising with parents of SEND children.
- Working on transfer reviews, annual reviews, inviting appropriate colleagues and parents so the reviews are undertaken in line with the LA guidance.
- Working with Nurseries and Pre-schools to ensure the smooth transition of SEND pupils into EYFS.
- Co-ordinating induction, referral and assessment provision for EAL children liaising with parents and EMAS team.
- Liaising with Virtual schools as Designated teacher for LAC in EYFS, Key Stage 1 and Key Stage 2.
- Offering pastoral support for families and sign post support where necessary.
- Being the Deputy Designated Safeguarding Lead.

Leadership and Management

- Working with the Headteacher to ensure the school meets its responsibilities in terms of reasonable adjustments and access arrangements.
- Preparing and reviewing SEND information that the school publishes, including information shared on the website.
- Contributing to the school improvement plan and whole-school policy.
- Monitoring pupil progress and teaching and learning of SEND groups in EYFS, Key Stage 1 and Key Stage 2.
- Leading training for staff, identifying training needs for staff and how to meet these needs.
- Sharing procedural information, such as the school's SEND policy.
- Contributing to the recruitment of new staff to the learning support team in EYFS, Key Stage 1 and Key Stage 2.
- Promoting an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND or a disability in EYFS, Key Stage 1 and Key Stage 2.
- Leading teaching assistants in EYFS, Key Stage 1 and Key Stage 2, reviewing their performance on an on-going basis.
- Planning in regular meetings and training for teaching assistants in EYFS, Key Stage 1 and Key Stage 2.

Resources

- Managing the deployment of teaching assistants in EYFS, Key Stage 1 and Key Stage 2.
- Monitoring and purchasing resources for SEND.

Assessment and Monitoring

- Informing the Headteacher regularly of standards and developments.
- Monitoring coverage and progression of the children in meeting their targets.
- Monitoring the maintenance of records and the continuing provision of appropriate information.
- Maintaining a register of pupils who have SEND in EYFS, Key Stage 1 and Key Stage 2 and a record of steps taken to address individual needs.
- Working with the SEND Governor and meeting termly to review SEND issues so the governor can regularly report to the LGC on provision in EYFS, Key Stage 1 and Key Stage 2.
- Willingness to attend courses on SEND issues, implementing what is learnt.
- Working alongside teachers to monitor the progress of AGAT, LAC and SEND children.

Key Tasks and Responsibilities of the Deputy Designated Safeguarding Lead

The role of the Deputy Designated Safeguarding Lead is expected to:

Manage referrals

- Refer cases of suspected abuse to the LA children's social care as required.
- Support staff who make referrals to children's social care.
- Refer cases to the Channel programme where there is a concern re:radicalisation.
- Support staff who make referrals to the Channel programme.
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- Refer cases where a crime may have been committed to the Police as required.

Work with others

- Liaise with the Headteacher.
- Liaise with case manager and LADO CP concerns (& cases concerning a staff member).
- Liaise with staff and relevant agencies when deciding whether to make a referral.
- Act as a source of support, advice and expertise for staff.

Undertake training

- Undergo training to provide knowledge/skills. This is to be updated at least every two years.
- Undertake Prevent awareness training.
- Understand the assessment process for early help and intervention.
- Have a working knowledge of how the LA conducts CP case conference and review conferences and attend and contribute to these effectively.
- Ensure all adults understand the CP policy and procedures, especially new and part time staff.
- Are alert to the specific needs of children in need, those with SEND and

- young carers.
- Keep detailed, accurate, secure written records of concerns and referrals.
- Provide advice and support re: protecting children from the risk of radicalisation.

Raise awareness

- Ensure the school CP policies are known, understood and used appropriately.
- Ensure the school's child protection policy is reviewed annually (as a minimum).
- Ensure the child protection policy is available publicly.

Working Environment

The jobholder is mainly based in a school setting and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils. There may be the need to deal with body fluids when giving personal care to pupils.

It is essential that the jobholder holds a full driving licence. The jobholder must own their own vehicle or have a vehicle at their disposal, because they will be required to drive to meetings based at other sites. Business travel will be required on your personal car insurance. Please ensure your driving licence and insurance documents depicting business use, are supplied to the school on an annual basis and any changes to these, reported immediately. Copies of these documents may be retained in your personnel file.

Other

The nature of the work requires the post holder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The post holder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.

The post holder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures,

including operational, financial, safeguarding, child protection as well as professional standards.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Date:.....