Pope Paul
Catholic Primary School
Baker Street, Potters Bar, Hertfordshire, EN6 2ES ~ T: 01707 659755 E: admin@popepaul.herts.sch.uk
Headteacher: Mrs. Siobhan King

Job Title: SENCO

Reporting to: Headteacher

Core Purpose: The SENDCo with support of the Headteacher and Governing Body takes responsibility of the long term strategic development alongside leading the day to day operational division, made by the school for students with SEND. The SENDCo provides professional guidance in the area of SEND to secure high quality teaching and learning and the effective use of resources to bring about improved standards for all. The primary function of the SENDCo post is to successfully initiate, evaluate, implement and review the Special Educational Needs Policy

Salary: Teachers' pay scale Main/Upper pay scale (depending on experience)+ SEN Allowance

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Key Responsibilities

Leadership Responsibilities

- Support the school in securing a high-quality SEN curriculum and consistent practice throughout the school.
- Lead key improvement areas, including the development of SEND provision.
- Promote and model the school's vision, values, and culture in all aspects of leadership.
- Collaborate with the Headteacher to ensure a broad, balanced, and inclusive curriculum for all children.
- Stay informed of current professional standards and social politics to create an inclusive, equitable, and responsive learning environment for young children, ensuring that our practices remain current and developmentally appropriate.
- Line manage and support our SEN team providing guidance, mentoring, and oversight to ensure effective and compliant delivery of SEND provision.
- Actively participate in the Senior Leadership Team, taking responsibility for school- wide decision-making.

Leadership of SEND Provision

- Provide strategic oversight of SEND, ensuring inclusive, high-quality teaching and provision for pupils with additional needs.
- Support the identification, assessment, and review of SEND in line with statutory requirements.
- Coordinate the deployment of staff and resources to support effective SEND interventions.
- Maintain and monitor support plans, EHCPs, and provision maps in partnership with staff and families.
- Liaise with external professionals and agencies, acting as a key contact for SEND- related matters.
- Model adaptive inclusive practice and lead CPD to build whole-school capacity.
- Use data to analyse, inclusive practice and lead CPD to build whole-school capacity.
- Ensure compliance with statutory SEND policies and reporting.

Pupil Development & Behaviour

- Champion a therapeutic approach to behaviour, ensuring all staff consistently

  Uphold the school's behaviour policy with empathy, respect and understanding.
- Promote the safety, emotional well-being, and development of every child, creating a nurturing environment where all children feel valued, heard, and secure.
- Lead on the development of positive behaviour support strategies, promoting restorative practices and relational teaching approaches across the school.
- Ensure safeguarding procedures are rigorously followed, and that all staff are confident in their responsibilities regarding child protection, health, and safety.
- Work collaboratively with families and external agencies to ensure joined-up support for pupils experiencing emotional, behavioural, or social challenges.

Health and Safety

- Adhere to policies and ensure compliance with all safeguarding, health and safety, and data protection requirements.
- Promote and model safe, nurturing environments that support children's emotional and physical well-being.
- Maintain high standards of behaviour, ensuring a safe and positive learning environment.

Working with Colleagues and the Wider Community

- Develop and maintain effective professional relationships with colleagues, governors, external professionals, and the wider school community.

- Work collaboratively with the Headteacher and SLT to promote distributed leadership and accountability.
- Communicate effectively with pupils, staff, families, governors, and external agencies.

Professional Development

- Engage actively in the school's appraisal and CPD processes.
- Take responsibility for continuous improvement of your own practice.
- Contribute to the development of others through coaching, mentoring, and performance review.

Communication

- Communicate confidently and effectively with a range of stakeholders, including families, colleagues, governors, and external agencies.
- Promote the values and vision of the school at all times.

Safeguarding Statement

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to understand and share this commitment. The successful applicant will be subject to an enhanced DBS check, at least two satisfactory references must be provided, and any other safeguarding checks that are required at the time of appointment will be applied to the pre-employment process. All offers of employment are conditional and subject to safeguarding checks being met successfully. The Trust reserves the right to withdraw an offer of employment should it deem pre-employment checks as unsatisfactory.

Following the shortlisting stage, and prior to making a final decision, the Trust/School will collect and process information publicly available about you by conducting a brief online search using an internet search engine. We do this to ensure that the school acts in accordance with its obligations set out in the latest version of KCSiE.

By signing the application form I understand that I am giving my consent for the Trust/School to carry out an online search if I am shortlisted for this post. The search would be part of the Trust/School's due diligence in line with the latest KCSIE guidance and would be limited to identifying any incidents or issues that have happened and are publicly available online. I understand that the Trust/School might want to explore any such incidents or issues with me at interview.