

Job Description SENCO / Designated Safeguarding Lead



Title of Post	SENCO / Designated Safeguarding Lead
Post Status	Permanent
Salary/TLR/ Allowance	L6-9
Responsible To	Headteacher
Responsible For	Teaching Assistant Team, Safeguarding Manager, Pupil Premium Lead, Hub Staff

Purpose: To provide strategic leadership and operational oversight of Special Educational Needs and Disabilities (SEND), safeguarding, inclusion, pupil premium provision, and alternative education provision, ensuring that all vulnerable students receive high-quality support that enables them to thrive academically, socially, emotionally and personally.

The postholder will act as the school's statutory SENCO and Designated Safeguarding Lead (DSL), leading a culture of inclusion, safeguarding and high expectations, whilst ensuring compliance with national legislation, statutory guidance and local authority requirements.

Strategic Leadership Responsibilities

SEND, Inclusion and Pupil Premium

- Provide strategic leadership for SEND, inclusion and disadvantage across the school, ensuring that provision is ambitious, equitable and responsive to student need.
- Lead the development, implementation, monitoring and evaluation of the school's SEND and Inclusion Strategy, ensuring alignment with the School Improvement Plan.
- Ensure compliance with the SEND Code of Practice, Equality Act and all relevant statutory requirements.
- Drive a culture of high aspirations and inclusive practice, ensuring that all staff are accountable for the progress and achievement of students with SEND and disadvantaged learners.
- Lead the effective deployment, management and quality assurance of intervention programmes to secure measurable improvements in student outcomes.
- Oversee the strategic and operational management of specialist hubs and inclusion provision, ensuring effective curriculum access and support pathways.
- Lead the accurate identification, assessment and review of students with SEND, ensuring timely and appropriate interventions are implemented.
- Monitor and evaluate the achievement, attendance, behaviour and wellbeing of vulnerable student groups, using data analysis to inform strategic planning and targeted intervention.

- Lead the development and review of Education, Health and Care Plans (EHCPs), ensuring provision specified within plans is effectively implemented and evaluated.
- Chair Annual Review meetings and coordinate multi-agency contributions to ensure statutory responsibilities are met.
- Establish and maintain highly effective relationships with parents, carers, local authorities and external agencies to secure the best outcomes for students.
- Commission and coordinate specialist support services including Educational Psychology, Speech and Language Therapy, Occupational Therapy, CAMHS and other relevant professionals.
- Lead, coach and develop teaching and support staff to ensure consistently high-quality adaptive teaching and SEND practice across the school.
- Manage and monitor SEND and Pupil Premium funding and resources, ensuring value for money and demonstrable impact on student outcomes.
- Produce reports for governors, senior leaders and external agencies regarding SEND and disadvantaged student performance and provision.
- Maintain rigorous systems for recording, monitoring and evaluating SEND provision, ensuring statutory compliance and data accuracy.
- Remain fully informed of national developments, legislation and best practice in SEND and inclusion, leading organisational improvement accordingly.

Safeguarding Leadership (Designated Safeguarding Lead)

- Lead and champion a strong safeguarding culture where the welfare and safety of students is paramount.
- Act as the school's Designated Safeguarding Lead, taking overall responsibility for safeguarding, child protection and the promotion of student welfare.
- Provide strategic advice and guidance to the Headteacher, Senior Leadership Team and Governing Body on all safeguarding matters.
- Ensure the school remains fully compliant with Keeping Children Safe in Education (KCSIE), Working Together to Safeguard Children and all relevant safeguarding legislation and guidance.
- Lead the development, implementation and annual review of safeguarding policies, procedures and practices.
- Manage and quality assure all safeguarding systems, records and referrals to ensure the highest standards of safeguarding practice.
- Take lead responsibility for responding to safeguarding concerns, allegations, disclosures and child protection investigations.
- Liaise effectively with Children's Social Care, Early Help, Police, Health Services and other safeguarding partners, representing the school at multi-agency meetings and statutory reviews.
- Ensure timely and robust referrals are made where students are at risk of harm or require additional support.
- Lead safeguarding training and professional development for all staff, governors and volunteers, ensuring statutory requirements are met.
- Monitor safeguarding trends and school-level data, identifying emerging risks and implementing preventative strategies.
- Ensure effective safeguarding arrangements are in place for students receiving alternative provision and those educated off-site.
- Oversee attendance, behaviour, exclusion and vulnerability data to identify and support students at risk.

- Lead the effective use and quality assurance of safeguarding and student information systems, including CPOMS and Arbor.
- Coordinate safeguarding audits and reviews, implementing actions to continuously strengthen safeguarding practice throughout the school.

Leadership and Management Responsibilities

- Provide inspirational leadership to the Teaching Assistant Team, Safeguarding Manager, Pupil Premium Lead and Hub Staff.
- Line manage designated staff, setting clear expectations and holding individuals accountable for performance and outcomes.
- Foster a culture of professional growth through coaching, mentoring, support and challenge.
- Contribute actively as a member of the Senior Leadership Team, supporting whole-school improvement and strategic development.
- Lead and contribute to school self-evaluation, quality assurance and improvement planning.
- Promote collaboration across departments to strengthen inclusive teaching, safeguarding and student support.

Governance and Stakeholder Engagement

- Ensure governors, particularly SEND and Safeguarding Link Governors, are fully informed of statutory developments, school priorities and performance outcomes.
- Prepare and present reports to governors regarding SEND, safeguarding, inclusion and pupil premium provision.
- Build productive relationships with parents, carers, external agencies and community partners.
- Support the Headteacher in ensuring the school remains accountable to pupils, families, governors, the Local Authority, Ofsted and the Department for Education.
- Act as a visible advocate for inclusion, safeguarding and student wellbeing within the school and wider community.
- Promote and represent the school positively at all times.

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Responsibility for safeguarding and promoting the welfare of children.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the Schools and Trust

- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed _____ Date _____

Headteacher

Signed _____ Date _____

Name _____

Postholder