

## **Appointment of SENCO at the Prebendal School for January 2018**

The Head of the Prebendal School seeks to appoint for January 2018, a SENCO on a Part Time (0.5 FT) basis or Full Time if the applicant can offer a subject(s) to teach within the school for the other 0.5 FT, at this lively, successful and historic Cathedral Choir School.

### **History**

The Prebendal School is the oldest school in Sussex and probably dates back to the foundation of Chichester Cathedral in the eleventh century, when it would have been a 'song school' responsible for teaching the choristers. It was re-founded as a grammar school in 1497 by the then Bishop of Chichester, Edward Storey, who attached to it the Prebend of Highleigh, after whom the school was named. The school is now a co-educational day and boarding preparatory school educating children between the ages of 3 and 13 years. Like many other cathedral choir schools we occupy a range of buildings around the Cathedral from the original fourteenth-century song school to the modern Highleigh building opened in 2000. Prebendal is a boarding school with full, weekly and flexi boarders and day pupils.

### **The Department**

At present the department consists of two, part time members of staff and a third member that comes in specifically to work with two pupils who have recently joined the school and require EAL support.

It is expected that the SENCO will be a visible presence in the school taking an overview of all pupils with particular needs including; SEND, EAL and More Able. Excellent communication skills are essential as the person appointed will need to liaise with and work closely with the teaching staff and other members of the department. The person appointed may also teach some 1:1 lessons if deemed appropriate.

# The Prebendal School

## SENCO

The position of SENCO is an important role in the school. The person appointed will need to be well qualified to take an overview of all pupils with special educational needs including those who are on the school's register, EAL pupils and the Most Able pupils. The post for SENCO is 0.5 FT and the hours of work can be discussed with the Head Master at interview. There is the opportunity for the appointment to be Full Time but the applicant should be able to offer a subject which they can teach in KS2 or KS3.

The job description below is not exhaustive but gives the main outline of the position.

### Job Description

- Monitoring the school's SEND register.
- Have an in depth knowledge of statutory guidance as published in the SEND Code of Practice
- Have an overview of all pupils who have a particular need including those on the SEN Register, or are on our More Able Register or have English as an Additional Language.
- Writing a timetable for the assistant (also PT) and liaising with her about any issues. (She usually touches base on a daily basis.) All her work with the children is led by the class teacher but she does seek advice as well as wanting to talk about her own methods with individual children. Changes to her timetable are made when necessary.
- Writing targets for certain pupils, updating as necessary, ensuring all staff are aware and use them in their teaching.
- Dealing with incoming reports from EPs, Speech Therapists, CAHMS. Reading these, selecting relevant detail, writing summarised versions and feeding back to staff.
- Dealing with requests from outside bodies e.g. EPs from West Sussex acting on a parent request to obtain an EHC order.
- Talking to parents who have concerns, either face to face or by telephone or E-mail. Discussions might arise from reports done in school, EP reports or simply E-mails about work.
- Talking to staff... giving advice on best teaching techniques to support individual children.
- Supporting SEND in the Pre-Prep, especially EYFS.
- Writing school reports twice a year.
- Attending staff meetings and the pastoral meeting.
- Adding to resources and overseeing the SEN budget
- Assess pupils as necessary year and write reports on them, feeding back to staff and parents.
- Teaching some 1:1 lessons to pupils who will particularly benefit from individual help.

## SENCO - Person Specification

It is anticipated that the successful applicant will demonstrate many of the qualities listed below:

### Qualifications & Experience

- Graduate with additional qualifications / training in Special Educational Needs;
- Teaching experience / experience in working with pupils with a variety of needs to include working with children up to the age of 13;
- Successful record of classroom teaching.

### Knowledge & Understanding

- Vision of a successful Learning Support department
- Understanding of the unique nature of a choir school
- Broad base of subject knowledge to support pupils appropriately
- Possesses a range of learning and teaching strategies
- Ability to understand and communicate the essential elements of an EP report concisely

### Personal Qualities

- Ability to set high expectations and encourage others to achieve them
- Ability to inspire and motivate others
- Commitment and enthusiasm to lead a Learning Support department
- Ability to establish good relationships with pupils, parents, staff and senior schools
- Good ICT skills
- Very good oral and written communication skills
- Strong commitment to the values and ethos of the school
- Dependability and good organisational skills
- Flexibility
- Understanding of own strengths and areas for development

The Prebendal School is an equal opportunities employer with a very strong Child Protection Policy in force. Further details about the school can be found on our website at [www.prebendalschool.org.uk](http://www.prebendalschool.org.uk)

**This post description will not form part of the contract of employment, if the job is offered a draft contract of employment including salary and leave terms, and a full job description, will be provided for agreement.**

*The Prebendal School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is subject to an enhanced DBS and prohibition check appropriate to the nature of the role, and to satisfactory references and a medical. The School is an equal-opportunity employer and applications are particularly welcome from under-represented groups.*

