****

**Job Description**

**Job Title: SENCo (Maternity Cover – three days a week)**

**Reporting to: Head (Upper) and Head (Lower)**

**Duties and responsibilities:**

* To prepare individual learning plans (ILPs) for all pupils with diagnosed SEN
* To be aware of and implement recommendations from pupils ILPs and, where in place, statements of special educational needs, education and health care plans and educational psychologists reports
* To make recommendations to parents, where appropriate, that pupils seek assessment by Educational Psychologists, obtain the reports
* Provide in-class, one-to-one and small-group support to pupils where required
* To ensure that such support is provided by other members of staff where possible and where necessary
* Liaise regularly with parents of pupils with SEN in writing and verbally both formally and informally
* Use the baseline-testing system to identify pupils who may have undiagnosed SEN and make appropriate recommendations to parents
* Have a thorough understanding of the JCQ access arrangement requirements including identifying the ‘normal way of working’ for all pupils with SEN such that they may use this method of working in public examinations
* Seek the guidance and advice of external agencies where necessary to ensure that the SEN provision at Eaton Square Mayfair is as thorough and comprehensive as it needs to be in order to meet the requirements of all pupils
* Ensure parents are made aware of the pricing structure for SEN provision at the school
* Ensure that all students who have barriers to learning are appropriately assessed and supported to ensure full access to the curriculum
* Lead training of other members of the teaching staff to ensure they give appropriate help during lessons to those in need of support
* Submit a Development Plan for Learning Support which identifies clear targets, time-scales and success criteria for the development of effective SEN provision
* Keep up-to-date with current trends and developments in Learning Support, and attend appropriate in-house and external INSET
* Be committed to professional development by identifying training and CPD courses that will add value to the role and to the school
* To provide emotional and pastoral support to all pupils in the school whether they have diagnosed SEN or not
* To follow all school policies for staff
* To attend meetings of and engage with the group-wide SEN assessment group
* Be an active member of the school community and support with school events
* To promote and safeguard the welfare of children and comply with the Eaton Square School Safeguarding Policy
* To undertake willingly all reasonable requests made by the Heads for the successful running of the school

**Characteristics of the successful applicant**

**It is essential that the applicant:**

* Is a competent and committed SENCo, with relevant qualifications or experience in Key Stages 3 and 4
* Has high personal standards and expectations of pupils
* Is committed to the academic and pastoral welfare and achievement of all pupils
* Is a team-player and willing to support colleagues directly and indirectly to raise the profile of SEN provision at Eaton Square Mayfair
* To embed a culture of excellent SEN provision at the school

**It is desirable that the applicant:**

* Would be willing and able to contribute to the extra-curricular life of the school; for example, a sporting or physical activity, or another popular extra-curricular activity
* Is happy from time to time to take on tasks outside their normal job description
* Has some experience of working in independent schools
* Has qualifications/training in particular areas of SEN such as dyslexia or dyspraxia
* Has a qualification/training or experience in counselling or offering emotional support to young people