



SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR (SENCO)

JOB DESCRIPTION



The Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are seeking to recruit a first class SENCO and teacher, who is willing to build upon their existing teaching and leadership skills, ensuring that modern, dynamic teaching methods are fully adopted to give every child the opportunity to achieve his or her full potential. The successful candidate will be highly organised and have excellent interpersonal and communication skills.

The successful applicant will be expected to teach a reduced teaching timetable and be responsible for co-ordinating the Special Educational Needs provision in Prep and having oversight of the provision across the school. The SENCO will liaise closely with the Pre-Prep SENCO, the Assistant Head Academic Development and the Deputy Head Academic.

Core Purpose of Post

- To promote and safeguard the welfare of all children and young persons for whom the post holder has responsibility and with whom the post holder comes into contact.
- To maintain a high profile throughout the Blue Coat community, fostering key strategies to promote excellence in the quality of education provided and to lead the SEND provision in such a way as to achieve this.

In addition to the responsibilities of a Qualified Teacher at The Blue Coat School, the SENCO will undertake the following tasks:

Strategic Direction and Development

- Support the Assistant Head Academic Development in developing and implementing a vision for improvements in the provision for all children with SEND, ensuring that excellence is aimed for.
- Liaise with the Assistant Head Academic Development and the Pre-Prep SENCO to devise, implement and review the Academic Development Improvement Plan which includes the SEND priorities and reflects the overarching aims of the School Vision Statement and the current School Improvement Plan.
- Liaise with the Assistant Head Academic Development and the Pre-Prep SENCO with regard to whole school improvements, SEND documentation and the annual report to the Governors' Committee.
- Liaise with Assistant Head Academic Development and the Pre-Prep SENCO to develop, monitor and evaluate the SEND Policy and oversee its implementation in Prep.
- Contribute to the development and review of other whole school policies as appropriate, ensuring that these reflect the requirements of pupils with Learning Support Needs and SEND.
- Liaise with colleagues in Prep to develop and implement initiatives to ensure that the needs of all of the children are met, providing guidance, training and support where required.
- In conjunction with the Prep SENCO and the Assistant Head Academic Development, liaise with the Governor with responsibility for SEND to ensure the effectiveness of the SEND provision.
- Liaise with Assistant Head Academic Development and the Pre-Prep SENCO to determine budget requirements and identify relevant materials and equipment for purchase.

Staff and Pupil Support

- Co-ordinate the work of any Learning Support Assistants in conjunction with colleagues in Prep.
- Support colleagues in identifying and making provision for pupils with Learning Support Needs or SEND in Prep.
- Assist colleagues in Prep in reviewing progress, collecting information and writing Individual Target Sheets, informing and consulting with pupils and parents for all pupils with Individual Target Sheets or for whom there are concerns.

- Ensure that the individual learning needs of all pupils in Prep are identified and addressed as far as possible within the constraints of finite provision within the school.
- Conduct screening and assessments as required in Prep, ensuring that the results are made known to staff and parents as appropriate.
- Monitor and track the results of screenings and assessments, setting targets to raise the achievement of pupils with Learning Support Needs or SEND in Prep.
- Oversee the support provided for Prep children requiring learning support either individually or in small groups in conjunction with the Assistant Head Academic Development and provide support for children either individually or in small groups as required.
- Co-ordinate the provision for pupils with Learning Support Needs or SEND in Prep in conjunction with the Assistant Head Academic Development.
- Liaise with parents of pupils requiring learning support in Prep and involve them in decision making.
- Refer pupils in Prep to outside specialists as necessary, collating the required evidence.
- Liaise with external agencies including Educational Psychologists and other support agencies, health and social service and voluntary bodies.
- Liaise with external agencies, parents and colleagues to provide the relevant evidence, reports and paperwork for applications for Education, Health and Care Plans.
- Carry out annual and interim reviews for any pupil in Prep with an Education, Health and Care Plan, ensuring that all the legal requirements are met and that minutes are issued to the relevant parties
- Maintain the SEND Register for Prep and oversee the records for all pupils with SEND or Learning Support Needs in Prep.
- Maintain detailed records of meetings with parents of pupils in Prep and external agencies.
- Ensure that suitable arrangements are made for Prep pupils who cannot cope with the normal test or exam procedures, or who require dispensations advised by an Educational Psychologist and ensure that accurate advice is given for external exam arrangements.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND or Learning Support Needs, ensuring that all relevant records are passed on.

Other Responsibilities

- Attend training appropriate to the role and encourage other colleagues to do likewise.
- Develop links with colleagues in other Prep Schools to ascertain aspects of best practice in SEND provision.
- Develop links with counterparts at local secondary schools (both independent and maintained), to aid the external examination process and to ease the transition into Y7.
- Make professional learning visits to other Prep Schools (or maintained primaries) on at least an annual basis.
- Keep an up-to-date list of the resources, including screening tests, that are available to support children with SEND, replacing or renewing them as required.
- Keep a record of SEND spending, ensuring that it falls within the parameters of the budget.

This job description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time. This job description may be amended at any time, following consultation between the Headmaster and the SENCO, and will be reviewed annually. This job description should be read in conjunction with the general job description for a Qualified Teacher at The Blue Coat School Birmingham Limited.

The salary awarded for the post will be competitive and will be dependent upon qualifications and experience. The post includes membership of the Teachers' Pension scheme. Discounts are available to assist with fees at Blue Coat for any teacher's children admitted to the school.



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PERSON SPECIFICATION



The Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are seeking to recruit a first class SENCO and teacher, who is willing to build upon their existing teaching and leadership skills, ensuring that modern, dynamic teaching methods are fully adopted to give every child the opportunity to achieve their full potential. The successful candidate will be highly organised and have excellent interpersonal and communication skills. The following qualities are essential for the role:

Qualifications/Professional Development

- QTS or equivalent.
- Graduate of a recognised British University or international equivalent. A postgraduate qualification in SEND would be desirable.
- Proven ability to develop and implement a strategic vision for SEND.

Experience and skills

- Experience as a SENCO in Key Stage 2 and preferably in Key Stage 1 as well.
- Outstanding classroom practitioner with proven experience of working successfully as a Key Stage 2 Class Teacher. Experience of working at Key Stage 1 and/or the EYFS would also be desirable.
- Excellent communication skills.
- Ability to complete administrative tasks accurately and to deliver to a deadline.
- Integrated and innovative approach to the use of ICT in teaching and administration.

Knowledge

- Sound knowledge of the Key Stage 2 curriculum and national expectations. Knowledge of the EYFS and/or the Key Stage 1 curriculum would be desirable.
- Sound knowledge of SEND best practice.
- Good understanding of a variety of learning styles.

Personal attributes

- Infectious enthusiasm and passion for teaching.
- A professional manner and appearance.
- Friendly, warm personality with excellent inter-personal skills and the ability to work co-operatively.
- Clear communication skills, both oral and written.
- Ability to work independently and as a member of a team.
- Self-motivated with a positive, professional attitude.
- Sympathy with the Christian ethos and activities of the school.
- Wholehearted commitment to the life of a vibrant school.

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with professional references.

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times. The School is an equal opportunities employer.



THE BLUE COAT SCHOOL BIRMINGHAM LIMITED
SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR (SENCO)



Further Information for Candidates

The Blue Coat School Birmingham is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

The Blue Coat School is an Independent Day Preparatory School offering an outstanding educational experience to around 600 boys and girls from 2 to 11 years. Founded in 1722 as a charity school 'for the purpose of maintaining poor children' in the centre of Birmingham, it is now an IAPS Prep School occupying a beautiful site in Edgbaston in 15 acres of playing fields and gardens. It is a thriving community where children achieve a great many things - with outstanding results.

The Blue Coat School is a stimulating and rewarding place to work, in the company of enthusiastic and dedicated staff. It has excellent resources, which are used to provide enjoyable and imaginative learning. Our community ethos is very strong, and we maintain the highest expectations of the interpersonal relationships between pupils and between the staff and children. We aim to produce happy, polite and successful young people. The co-curricular programme at Blue Coat is rich and varied.

The successful applicant will be expected to ensure that the excellent standards of the school are maintained. Further details of the post are set out in the job description and person specification.

Recruitment Process

Applications must be made on the Blue Coat School Application Form and must include details of two referees, one of which should be a current or most recent employer. The post is subject to an enhanced DBS check and satisfactory references. References will be sought prior to interview. Application forms can be obtained from the school website. Applicants will also be expected to complete a DBS Form if invited for interview.

Application forms, together with a supporting letter, should be addressed to the Headmaster and be returned to Miss K Levitt, PA to the Bursar of The Blue Coat School Birmingham, by **noon on Monday 21 May 2018**. Short-listed applicants will be interviewed later that week. Shortlisted candidates will be invited to attend a formal interview and teach an observed lesson. There will be an opportunity to tour the school.

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the school. The successful applicant will be subject to an enhanced DBS check (including a Barred List check) and will be required to complete a medical fitness declaration.

Further details about the school are available on the school website: www.thebluecoatschool.com.

Application forms can be returned by e-mail to recruitment@thebluecoatschool.com or by post to The Blue Coat School, Somerset Road, Edgbaston, Birmingham B17 0HR.