



SEND Coordinator (Part time 0.4)

Required for two terms from January 2019

Reporting to: the Head

The Appointment

Lyonsdown School is seeking to appoint an experienced teacher to our Learning Support Department. The successful candidate should be a hardworking professional, forward thinking, have good interpersonal skills and be committed to thorough lesson planning, enthusiastic delivery and getting the best from each individual. The role will include responsibility as the designated Special Educational Needs and Disability Coordinator.

Main purpose of the post

To manage the Learning Support department at the school and to take responsibility for ensuring high quality provision to meet the additional learning needs of children with identified SEND needs and those subsequently identified.

Teaching and Learning

- To manage a team of specialist staff to support children across the school and to utilise our teaching assistants to support the learning needs of our children.
- To ensure that pupils with academic support needs are appropriately supported, taking into account their areas of strength and difficulty.
- To ensure that subject teaching colleagues are kept informed about the individual needs of those with academic support needs and how they can best be supported.
- To conduct one-to-one or group lessons for individual pupils requiring specialist learning support.
- To create a successful environment, with the expectation of high levels of achievement for all pupils and staff, through discipline, motivation and leadership.

Assessment

- To manage the assessment of learning needs.
- To identify those pupils who may need additional short or long-term support and write provision plans for them.
- To implement support programmes that are staffed appropriately to cater for the needs of those identified with academic support needs.
- To be able to assess accurately children with learning and SEND needs and make recommendations for further educational evaluation, if required, especially in relation to public examinations.
- To monitor, track and evaluate the progress of SEND children and those with learning support, reporting to parents, staff, the leadership team and governors as required. Recording and tracking pupil data on the School's Management Information System (MIS).

Record Keeping

- To ensure adequate record keeping within the department and to attend parents' meetings and to write reports in line with the school's recording and reporting schedule.
- To create Individual Education Plans and synopses of educational psychologists' reports available to all colleagues.

Liaison

- To establish and maintain good working relationships with pupils, subject-teaching colleagues, parents and outside professionals to ensure that pupils are properly supported.

- To arrange meetings with staff as appropriate.
- To liaise with departments regarding their own provision of additional academic support to ensure the experience of the pupils is coordinated and meets their immediate need.
- To liaise with Nurseries and other schools at transition points into Lyonsdown and with Secondary Schools, during the transfer process.
- To maintain good contact with and attend any local or regional Learning Support meetings or forums.
- To ensure regular communication with parents, including guidance and preparation for examinations and specialist lessons. To ensure that parents are fully included in decisions about their children and are confident in the strength, expertise and guidance offered by the school.

Departmental Development

- To ensure that a department development plan is in place, following discussion with department colleagues and the Senior Leadership Team.
- To review, create and write policies and associated documents, in line with ISI requirements, in advance of any inspection.

Personnel Management

- To manage the Learning Support Department, arranging the timetable for Learning Support staff, and Teaching Assistants, as appropriate.
- To liaise with the Deputy Head with respect to Learning Support staff deployment, timetabling, new staff induction, mentoring, staff reviews and professional development.

Whole School

- To attend meetings and other committees as required and to develop links with colleagues, departments and the Senior Leadership Team.
- To contribute to the design of whole school policies.

Responsibilities of all teaching staff

General

- To maintain good order and discipline among all pupils of the school, safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorized school activities elsewhere.
- To undertake supervision for pupils whose teacher is not available to teach them (as set by the Head).

Pastoral

Teachers will:

- Have regard for the general well-being of all pupils in the school.
- Liaise closely with the Senior Leadership Team in supporting children with special educational needs.
- Refer concerns about the performance or behaviour of pupils to the relevant member of staff.
- Communicate with parents on matters relating to the educational development of their child.
- Undertake supervision duties in accordance with the rota published in the School.
- Provide clear and consistent guidance and responses within which children may feel secure to develop socially, morally and emotionally.
- Adjust approaches to meet the needs of individual children.
- Meet with the parents from time to time to discuss specific needs of an individual child.
- Foster good relationships with parents and encourage home support.
- Work closely with staff, involving them in planning where possible and giving them clear briefing and support regarding the activities in which they are involved.

Safeguarding

- Responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible, or with whom you come into contact in the school. It is your responsibility to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If at any time you identify any instance that a child or young person is at risk you must report your concerns immediately to the Designated Safeguarding Lead. Lyonsdown School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Health and Safety

Teachers will:

- Be aware of, and observe School policies on Health and Safety requirements as set out in the Policy Document.

Induction, In-Service Training and Review

Teachers will:

- Be a part of any required induction programme in their first year at Lyonsdown School.
- Identify their own training needs, in consultation with the Senior Leadership Team.
- Share appropriate training experience with colleagues.
- Take part in appropriate review procedures.
- Ensure they have read the Staff Handbook and other relevant school policies, including Safeguarding and Health and Safety.
- Participate in arrangements for further training and professional development as required.

School

Teachers will:

- Work co-operatively with other staff in the class and managing classroom assistants as appropriate.
- Attend and contribute to staff meetings and parents' meetings.
- Attend all school events taking place within the normal function of the school day.
- Attend the school Summer Fete and be supportive of the Friends of Lyonsdown.
- Play an active part in the presentation and display of pupils work on school display boards.
- Develop and maintain good relationships with parents and the local community.
- Actively promote the school within the community.

PERSON SPECIFICATION

The following key personal and professional experience, qualities, attributes and attitudes will be necessary for success in this post. The successful candidate will be able to demonstrate some or all of these by reference to personal, educational or career history. Where this is not the case, they will clearly demonstrate the potential and willingness to develop or acquire them.

Subject/role specific requirements

- Excellent communication skills.
- The ability to recognise when help, advice and support may be needed and the willingness to seek and accept these.
- A record of appropriate continuing professional development.

Additional areas

- A willingness to take part in the wider aspects of school life including the organization of pupils with respect to the school House system and extra-curricular provision.

Personal qualities and attitudes

- Be able to think and plan strategically.
- Show innovation and initiative.
- Communicate effectively.
- The understanding, co-operative skill and sustained willingness to work as part of a professional team that is diverse in background, expertise and experience.
- A thoroughly positive outlook and an ability to engage constructively with challenges and change in a prep school environment.
- A tolerant, inclusive and flexible attitude towards others – children and adults.
- The ability to cope effectively in potentially stressful situations.
- Personal and professional loyalty.
- Personal integrity of the highest order.
- A profound understanding of the nature and needs of young children of various ages.
- A willingness 'to go the extra mile' for the benefit of the pupils.

Essential qualifications/experience

- Relevant teaching qualification, degree or teaching degree.
- Proven experience and knowledge of teaching pupils with SEND.
- Ability to work well as part of a team.
- Evidence of consistently good outstanding teaching.
- Confident in their use of IT and willing to embrace technology in a School environment.
- Well organised with good time management skills.

Desirable qualifications/experience

- Experience of leading a Learning Support Department.

Details of the appointment

- This is a part-time post commencing in September 2018.
- The offer of this post is subject to statutory clearance by the Disclosure and Barring Service and Teachers Prohibition list check and by confirming Disqualification by Association does not apply.
- The appointment will be subject to two satisfactory references, one of which must be from the candidate's most recent employer.

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year

Other Opportunities

Opportunities exist to choose to become involved with the School's busy schedule of extra-curricular activities and it is expected that all staff contribute to this vital part of School life.