Whole School SENCO

BISC is a new international school which has excellent facilities and resources. We offer an outstanding international education by delivering a curriculum that is inspired by the international programme developed by CIE and the respective national curricula of Morocco and the United Kingdom**.** We opened in September 2017 our primary School and in September of this year we shall be opening our Secondary School. We have an ambitious development programme. In a few years we plan to cater for 1500 students from Nursery through to Year 13. Students will be prepared for IGCSE and A level examinations. We are looking for an inspirational, caring and compassionate whole school SENCO to join our school.

The Role

The SENCO is responsible for the implementation of the Additional and Special Educational Needs policy across the whole school. The post holder will be expected to take a strategic lead in evaluating and developing the Special Educational Needs provision within the whole school and to develop a dynamic SEN learning environment ensuring that each student is positively encouraged, supported and challenged to make outstanding progress.

Responsible to: Senior Leadership Team.

Key Responsibilities

Teaching, Learning and Leadership

* Provide effective coordination and leadership of the School’s Special Educational Needs and Disability provision.
* To work with the Senior Leadership Team and the school governors to ensure the school is compliant with the UK SEND Code of Practice (January 2015) by providing effective coordination and leadership of the school’s SEN provision within the Moroccan context.
* Be responsible for the day-to-day operation of SEN policy and co-ordination of specific provision made to support individual pupils with SEN, including those who have EHC (Education, Health and Care) plans.
* Ensure that an accurate SEN register is kept up to date by effective identification and monitoring of progress and development of all pupils
* Be responsible for the preparation of the annual SEN information report and the preparation of reports to the governing body
* Be responsible for ensuring that a child with SEN gets the right support they need at the right time by liaising effectively with staff across the school. Including, being the lead on gathering the evidence for and requesting an EHCP
* Ensure that students with SEN engage in the activities of the school alongside pupils who do not have SEN
* Train and develop the knowledge and skills of the teachers and teaching Assistants.
* Oversee the planning and production of Learning Plans and their dissemination to all relevant staff
* Coordinate and lead on annual reviews of EHCP’s, and coordinate the transfer reviews of statements to EHCP’s
* Lead on the development and implementation of inclusive practice throughout the school, including ensuring that appropriate training occurs where necessary
* Provide professional guidance to colleagues and work closely with staff, parents and other agencies.
* Liaise with outside agencies and interpret recommendations in order to support student progress as necessary
* Ensure that detailed records are kept for each SEN student charting progress made and support given, mapping their provision and their progress, across the key stages, in a way which is useful and accessible to other staff.
* Coordinate meetings with parents as necessary
* To review the baseline assessment of new students to aid early identification of SEN
* Arrange the assessment of students as required from referrals or enquiries from staff or parents
* Work with the Exams Officer to ensure that access arrangements are applied for, in good time, and in place as required
* Teach an appropriate lesson load, as appropriate to skills and qualifications
* Analyse data generated by school assessments effectively to inform future student progress and strategies for such. Liaise with other areas of the school (HOY/HOD/SLT etc) to ensure this information is accurate and acted upon.

Guidance

* Knowledge of each student as an individual
* Taking responsibility for the pastoral care of pupils
* Reporting and ongoing communication with parents

 The Teacher's Role as a Colleague and Representative of the School

* Demonstrating the highest standards of Professional Behaviour
* Supporting the distinctive ethos of the School as a caring, communicative place of learning
* Enthusiastically attending and participating at required meetings
* Contributing to the work and morale of the Department
* Ensuring problems are resolved at the lowest level

The Community

* Awareness of their role as an effective member of the BISC community and beyond
* Establishing and maintaining positive relationships with Parents
* Supporting School and community events and activities

School review, development and involvement

* Support for the School's Mission Statement, Fundamental Principles and Strategic Vision
* Support for school review and development activities
* Observance of School Policies
* Whole-school involvement

Professional Development

* Engaging in Continuous Professional Development
* Supporting the professional development of colleagues
* Maintaining records and adhering to deadlines
* Carrying out all reasonable directed duties

The list of responsibilities and duties is not exhaustive. We are looking for enthusiastic and adaptable teachers with a positive mindset who will thrive on the challenges and rewards provided by developing a new school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by the Head and/or the line manager to undertake work of a similar level that is not specified in this job description. This job description should be viewed as a draft and will be finalized with the successful candidate and then will be reviewed annually.

The School is committed to safeguarding and promoting the welfare of children. All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.