



KENT COLLEGE DUBAI

Special Educational Needs and Disabilities Coordinator (SENDCo)

Job Description

Job Title

Special Educational Needs and Disabilities Coordinator

The primary duties and responsibilities for the post holder are:

- To implement and support any decisions and policies made by the Senior Leadership Team, in regards to the provision of Learning Support
- To carry out assessments of prospective and current pupils who may have SEN, EAL or TAG
- To identify and remove barriers to learning for any pupils and support the inclusion of all pupils into the whole life of the school
- To support Class Teachers in their planning, delivery and resourcing of teaching of pupils with SEN, EAL and TAG
- To modify, deliver and carry out assessments and reviews as part of the evaluation cycle and to inform future planning purposes.
- To write Individual Support Plans (ISPs) , identifying strategies to support the pupil, provision of additional support and setting measurable and realistic targets. To liaise with parents in the setting of targets and share the ISP with the class teacher, parents and pupil. To regularly review the targets and formally review the ISP with parents each term, following the school Assessment and Monitoring cycle.
- To teach individuals or small groups of pupils with SEN or EAL within the Junior School as needed.

- To monitor the effectiveness of SEN provision and support within the curriculum
- To maintain regular communication with class teachers, parents and members of SLT as appropriate, to support pupil progress
- To meet and communicate with parents both proactively and reactively as required
- To keep up to date records of pupils, including maintaining the SEN/EAL/TAG Registers
- To manage members of the Learning Support Team, coordinate and reviewing the provision from these members
- To liaise with any external organisations, educational psychologists, physiotherapists or other individuals involved in the diagnosis or support of pupils
- To interpret and implement Learning Support legislation and guidelines as appropriate
- To share good practice and provide professional development within the department and to other teachers and teaching assistants of the school
- To promote school policies and procedures relating to Inclusion, Teaching & Learning, Child Protection and Safeguarding.

Primary working relationships

- Other members of the LS department
- Head of the Junior School
- Deputy Head
- Registrar and admissions department
- Year Leaders and subject coordinators
- Junior school teaching staff

Person specification

Qualifications

University degree

Teaching qualification (if not provided by degree)

Preferred: SENDCO or SEND qualification(s)

Experience

Minimum of 2 years' teaching experience

Teaching experience in a UK or British curriculum school highly valued

Professional competencies

Demonstrate professionalism, commitment, integrity, strength of character and perseverance

Inter-culturally aware with well-developed interpersonal skills

Inspire trust and confidence in pupils and colleagues.

High standard of classroom management skills and knowledge of teaching techniques

Articulate communicator

Committed to ensuring high standards of teaching