



# ST JAMES

## **JOB DESCRIPTION: SENDCo Full Time**

St James prides itself on providing a caring atmosphere for students of all abilities to thrive. Many of our students go on to attend prestigious Universities. We also strive to keep our class sizes low in a bid to provide the support structure many students require.

As the SENDCo and full time SEND teacher, you'll be an experienced teacher with a passion for supporting pupils with learning support needs. Working closely with the Headmaster and other members of the Senior Leadership Team, you'll use your leadership skills to manage provision in the school and to provide SEND support to other teachers.

As SENDCo and full time SEND teacher you'll need to:

- Hold a Level 7 Diploma in teaching and assessing SEND students.
- Be able to assess Exam Arrangements for the whole school.
- Be able to teach English to GCSE level.
- Have experience working with young people with a range of SEND.
- Be able to motivate learners using a range of teaching strategies which will stimulate their desire and confidence to learn.
- Be able to develop high quality teaching and learning materials and deliver high quality tutorials.
- Be able to provide professional development opportunities to staff in relation to differentiation and high-quality Teaching strategies.
- Be able to work with the Heads of English and Maths Departments to inform intervention delivery.
- Develop and oversee the implementation of the school's SEND strategy and policy.
- Provide one to one and small group tailored tutorials with students.
- Carry out assessments of pupils with SEND to identify needs and monitor progress - including observations in the classroom and meeting with teachers and parents.
- Arrange and carry out review meetings for those students who receive local authority funding through Educational and Health Care Plans; complete the appropriate documents and communicate with local authority personnel as required.
- Work with classroom teachers, the school leadership team, parents and relevant external agencies to develop, implement and monitor individual support/learning plans.
- Provide regular updates on pupil progress through written reports and meetings with parents.
- Make referrals and liaise with professionals outside of the school - this could include psychologists, health and social care providers, speech and language therapists and occupational therapists.

- In relation to new pupils, process and disseminate relevant information from specialist reports, participate in interviews as requested and compile admissions summaries and learner profiles through communication with parents.
- Provide advice, guidance and training to classroom teachers on supporting pupils with SEND.
- Support teachers to develop schemes of work and learning programmes for pupils with SEND.
- Support teachers to develop and implement effective teaching and behaviour management approaches in the classroom.
- Manage and advise on the school budget and resources for SEND provision.
- Liaise with Bursary department regarding invoicing of SEND charges to parents and administration of local authority EHCP funding.
- Develop and maintain systems for keeping pupil records, ensuring information is accurate and up to date, with special reference to exam access arrangements throughout the school.
- Analyse school, local and national data and develop appropriate strategies and interventions.
- Manage SEND teachers, teaching assistants and support staff to improve pupil progress, attainment and wellbeing. This would include official observations of those within the SEND department.
- Keep up to date with national and local policies related to SEND, including the SEND Code of Practice and cascade information to colleagues.
- Attend and contribute to the weekly departmental meetings.
- Contribute to the development of departmental resources.
- Keep an oversight of the work and progress of pupils who have specific learning needs.
- Be keen to develop themselves through INSET and CPD programmes.
- Make themselves available to assist students outside of lesson time and be willing to contribute to school clinics/interventions.

St James Senior Boys' School is committed to safeguarding and promoting the welfare of children and young people. All Teaching roles within the school are regarded as Regulated Activity; Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.