



Falcons Preparatory School for Boys Job Description

SENDCo Part-time 0.6

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

The School

We ensure that every boy at Falcons has a happy and fulfilling experience whilst at school. Above all, we encourage academic endeavour and that each boy strives, gives of his best, and achieves his goals. We place equal importance on his social, moral and cultural growth. At all times the boys are expected to uphold the ethos of the school in a positive manner and are proud ambassadors; not only on campus but when representing Falcons at outside events, activities and fixtures. We foster a desire to learn by offering a curriculum that has breadth, balance and challenge. At Falcons we maintain high expectations and place a strong emphasis on acknowledging the positive ways in which the boys conduct themselves and interact with others. Trust, honesty, good manners, a hardworking attitude and respect for the environment and above all, each other, are intrinsic in all that we teach. We place great emphasis on the strength of our community and the boys being considerate, courteous and tolerant of the needs of others. In this environment they have the opportunity to grow academically, on the sports field, artistically, on stage, and to take leadership responsibilities in many different areas. Life at Falcons Preparatory School is a unique experience.

The Role

This post requires an accomplished and experienced educationalist with leadership skills who is clear-sighted and knowledgeable about special educational needs. The appointee should be qualified at OCR Level 7 or the equivalent. S/he must have the experience to lead a team of visiting specialists. S/he must have a good level of technical skills and some experience of using SIMS. It is a senior role in Falcons' strong and committed community and is line managed by a member of the SMT with whom s/he works closely and professionally. An excellent knowledge of the complexity of special needs and a high level of organisational abilities, enthusiasm, humour and energy are requirements of the position. Liaison with colleagues, parents and external agencies is an essential component of this position.

The SENDCo must be experienced, computer literate, understand school protocols and policies, and be willing to make a full contribution to school life. S/he must have a good working knowledge of child protection issues and safeguarding and undertake the appropriate training. S/he must at all times be friendly, approachable and supportive.

It is a pivotal role which requires excellent communication skills and a high level of commitment.

Management responsibilities

- Lead, direct and manage the Department.
- Plan and organise the Learning Support programmes and ensure its effective delivery
- Coordinate and manage visiting specialist teachers.
- Monitor teaching and learning activities to meet the needs of pupils with SEND
- Take overall responsibility for the quality of teaching of specialist staff.
- Recruit visiting specialist staff, following the school's safer recruitment practices, in line with the safeguarding (child protection policy).
- Create and maintain strong links with external agencies.
- Oversee the preparation of the budget and financial affairs of the Department in liaison with the Bursar.

Teaching responsibilities

- To prepare a policy statement and curriculum development plan
- Devise a scheme of work that ensures progression and continuity in learning
- Assess and identify the needs of individuals and produce IEPs for pupils who require such provision
- Provide the necessary teaching of pupils within the school and to give regular feedback to parents
- Monitor and track pupils' progress
- Ensure the department is adequately resourced
- Prepare and deliver in-service training to ensure that all staff are aware of the learning support programme and pupils' needs
- Provide training opportunities for teaching assistants to learn about SEND
- Prepare reports for EHSP applications
- Set targets for raising achievement for pupils with SEND
- Identify and teach study skills that develop pupils ability to work independently
- Collate and interpret specialist assessment data from external bodies
- Set up systems for identifying, assessing and reviewing SEND
- Update the Headmistress and Governors on SEND
- Attend consultation evenings and keep parents informed about their son's progress
- Liaise with other schools to ensure continuity of support when a pupil transfers
- Work with colleagues across the Alpha Plus Group and attend training forums
- Encourage all staff to recognise and fulfil their statutory responsibilities to pupils with SEND and adhere to the APG Policy
- Disseminate good practice in SEND across the school

General responsibilities

- Manage the organisation of specialists teaching timetables.
- Organise workshops and seminars as required.
- Liaise with the Headmistress, SMT and relevant staff members about pupils' needs.
- Undertake any other reasonable duties as may be requested by the Headmistress or SMT.

• Signed: _____ SENDCo
(Part-time 0.6)

• Dated: _____

• Signed: _____ Mrs Franciska Bayliss
Headmistress
(on behalf of Miss Olivia Buchanan)

• Dated: _____

THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE BUT IS SUBJECT TO
CHANGE IF AND WHEN REQUIRED BY THE HEADMISTRESS