



THE PERSE SCHOOL SUZHOU

Appointment of SENCO (Learning Support Teacher) to start August 2021

The Perse School, Suzhou is seeking to appoint a SENCO (Learning Support Teacher) to establish and lead a new department. An ability to teach a curriculum subject would be an advantage initially or to be able to take on another responsibility within the school such as, but not limited to, Librarian, Examinations Officer etc.

Full details about the School, its locality, and the relationship with The Perse School Cambridge can be found on the school website www.perseschool.cn. The accompanying staff recruitment brochure also provides further information about the school and living and working in Suzhou, China.

Applications

Applications are to be made using the TES online application form only. Any queries regarding the application process should be directed to The Principal, Naomi Atkins on Naomi.Atkins@perseschool.cn.

Safer Recruitment

The Perse School Suzhou 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 will carry out a number of pre-employment checks. The information you will be asked to provide is required so that the school can comply with these obligations and expectations should your application be successful.

Where practical, interviews will be conducted in person. All interviews (online or in person) will explore the candidates' suitability to work with children.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By submitting your application form you are giving consent to the processing of your data.

Application Deadline and Interviews

Interviews are to be held online and in person where possible in the week commencing Monday 18th January 2021. However you may be contacted at any time after submitting your application and the school reserves the right to appoint an outstanding candidate at any stage during the process, therefore early applications are encouraged.

The closing date for applications is **Thursday 14th January 2021 at 23.59 GMT.**

Job Description: Special Educational Needs Coordinator (Learning Support Teacher)

Accountability

The SENCO (Learning Support Teacher) is ultimately accountable to the Principal through the Assistant Principal.

The following responsibilities shall be deemed to be included in the professional duties which the post holder will be required to perform:

- Identifying students with special educational needs;
- Supporting students with special educational needs by planning and providing interventions either in-class, 1:1 or in small groups;
- Liaising with parents of children with special educational needs;
- Liaising with other providers, outside agencies and educational psychologists etc;
- Ensuring that the school keeps the records of all pupils with special educational needs up to date;
- Providing objective and accurate feedback and reports as required on pupil achievement progress and other matters, ensuring the availability of appropriate evidence;
- Establishing and maintaining a framework for Individualised Education Programmes (IEPs) to actively support class teachers in effective teaching delivery and keeping parents informed of progress;
- Identifying pupils who have special requirements such as visual, speaking or learning difficulties and qualify for examination access arrangements;
- Collecting evidence to support the access arrangements and liaising with the examinations officer to ensure all necessary arrangements have been made.

Management and Leadership

- To lead the department in line with the school's overall vision 'to love learning and strive for the greater good';
- To inspire and motivate students and teachers and the wider school community;
- To contribute to the formulation of school policies and to ensure that they are adhered to;
- To produce the development plan for the department in line with the school development plan;
- To liaise with the Assistant Principal Academic regarding timetabling and setting (where appropriate);
- To liaise with staff at The Perse School Cambridge or within other Perse Schools worldwide on shared projects for student learning and professional development;
- To be responsible for producing and updating the departmental handbook;
- To hold regular formal departmental meetings, with an agenda and summarising minutes;
- To disseminate all information from Head of Department and other meetings, exam boards and subject organisations as required to the departments;
- To provide accurate and prompt information to the exams office about the internal and external examinations with regard to access arrangements;
- To ensure that all relevant health and safety measures are in place and adhered to in the department;
- To be responsible for the ordering and organisation of departmental resources and to ensure that they are readily available to all staff;
- To produce the annual budget and ensure effective expenditure;

Teaching and Learning

- To have a love of learning;
- To devise an inspiring and challenging curriculum;
- To work with departments to adapt their schemes of learning using the best teaching and learning approaches, both traditional and more innovative;
- To teach well-structured lessons that inspire and motivate students and ensure student progress;
- To be ambitious for the teaching and learning outcomes for all the students;
- To keep abreast of current developments in your area and ensure that heads of department and the senior leadership team are regularly updated and schemes of learning are adjusted accordingly;
- To provide professional development for staff as required;
- To establish departmental systems for the assessment and tracking of student achievement and progress;
- To attend parent evenings as required;

Co-curricular

- To promote breadth and balance and contribute to the co-curricular life of the school;

Pastoral

- To oversee the academic progress, wellbeing and personal development of a small group of students by acting as a personal tutor;
- To teach the PSHEE programme;
- To play an active role in the life of the boarding house and assist with the evening supervision of boarding students (approximately once a week);

Safeguarding

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;

General

- To attend and contribute to school open events and information sessions where required;
- To assist in the student recruitment and selection process;
- To support school events;

Review

The job description will be reviewed annually as part of the professional development cycle.

Person Specification: SENCO

Qualifications and Experience

- High Class Honours Degree.
- At least four years' relevant teaching experience.
- A PGCE or equivalent professional teaching qualification (desirable).
- Previous leadership experience (desirable).
- A SENCO qualification such as the UK National Award for Special Education Needs Coordination.
- Recent UK secondary school teaching experience or experience of teaching in a British International School overseas (desirable).

Personal Competencies and Qualities

- Shares in the values that define the school community.
- Flexibility of thought and clarity of approach that it best suited to the establishment and leadership of a new department and a determination to make it succeed.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- A generosity of spirit and a willingness to contribute to the co-curricular and boarding life of the school.
- Sensitivity to the cultural context including the language learning challenges of the students.
- Resilience to cope with and learn from challenging situations.
- Empathy for students, parents, staff and the community.
- Concern for the wellbeing of staff and ability to balance the needs of students, staff and the School's operations.
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams.
- Works collaboratively and supportively with colleagues within school and with colleagues in other organisations.
- An entrepreneurial approach and a willingness to contribute to the development of a new school.
- Committed to continual personal and professional development.
- An ability to inspire and motivate students of a range of abilities and educational and cultural backgrounds.
- Proven communication and interpersonal skills.
- High level of literacy, attention to detail and ability to use initiative.
- High order administrative and time management skills.
- The capacity to adopt a creative and innovative approach to teaching and learning which may include the use of new technologies as appropriate.
- ICT competence and willingness to learn and use new technologies.