MY ONLINE SCHOOLING

Respect, Empower, Thrive

Brief for the post of

Additional Support Needs Coordinator

(SENDCo)

Junior School

"We strive to offer a rich, inclusive and internationally accessible British education where our pupils are **respected** as individuals, enjoy learning and are **empowered** to **thrive** in the 21st Century."

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The School

Established by Tom Crombie in 2016, My Online Schooling (MOS) is one of the leading global providers of British online education. MOS delivers around 850 live, interactive classes per week to pupils based in over 80 nations worldwide. The school accepts pupils between the ages of 6 to 18 from any nation worldwide. MOS currently has over 1500 pupils, most of whom access their full-time education through the school.



A team of over 60 teaching staff deliver more than 25 courses to pupils over 11 year groups. The school has both Junior School and Secondary Schools and both divisions of the school are managed and taught by experienced, subject specialist educators. In the Junior School, children access the English National Curriculum. In the Secondary School, young people can access International GCSE and AS/A Level courses, sitting examinations in any one of our partner exam centres based in over 160 nations globally. Pupils are educated in classes of a maximum of 20 and, outside of lesson time, are set independent learning activities which are submitted to their teacher for meaningful feedback to support their development. All lessons are based on the English National Curriculum and the school has bespoke designed curricula which is suited to online learning.

MOS has two global bases. The EMEA school, and company headquarters, operates from Edinburgh, UK and provides access to any pupils based in North and South America, the UK and Europe, Africa, and the Middle East. The Asia Pacific (APAC) School is based out of Perth, Western Australia and allows pupils based in Asia, Russia, the Pacific, Australia and New Zealand to access live lessons.

The school invites young people from a range of backgrounds, for a range of reasons. Pupil profiles range from those with special educational needs or health and wellbeing concerns, expatriates, young elite sportspeople, young actors and those looking for British qualifications living outside the United Kingdom. My Online Schooling offers provision to young people on a full-time basis and those who are seeking a blended learning model in conjunction with 'mainstream' schooling.

Our Learning Support and Wellbeing Hub supports pupils with a range of special educational needs, and physical or mental health concerns that may affect their education. Pupils attending our Hub classes are taught by specialist teachers who work with them in small classes of a maximum of 10 pupils. Pupils are invited to enroll in the Hub exclusively, or to access the regular lessons alongside.

We were delighted to win the Progressive Education Delivery award at the 2020 PIEoneer in Education Awards, an International Education awarding body. The school is proud to be an organisation with progressive, 21st Century values and a school that values diversity and inclusion in our fast-paced, ever-changing world.

MOS has bespoke designed learning management systems, management information systems, and virtual classroom technology. We work in partnership with leading brands, iSAMS, Canvas and Zoom to deliver state of the art virtual learning to all pupils. We also have successful partnerships and working relationships with a number of other businesses and enterprises, namely, the British Council (Australia and Singapore), the UK Department for International Trade, Mind of My Own, Scottish Enterprise, Pearson and QA.

Although our school is a non-selective, our pupils continue to attain highly across the key stages. We are proud to share our recent 97% examination pass rate at the International GCSE stage (69.9% UK average) with 42% of our pupils achieving the top 9-7 grades (21.9% average). With our pupils experiencing their GCSEs and A-Levels, we are working with universities and further education institutions to support pupil applications to positive destinations around the world.

We are proud to support the holistic development of our pupils and embed Spiritual, Social, Moral and Cultural (SMSC) into our curriculum. Our pupils regularly participate in assemblies, house meetings, extra-curricular clubs and societies, and intercultural awareness days. These opportunities allow our pupils and teachers to build community and to develop the skills pupils will need for further study, life and work. We believe it is important for pupils to be prepared for a 21st century, where intercultural respect and understanding are fundamental for a better world.

A Welcome from the Principal



Thank you for your interest in joining us at My Online Schooling. I am delighted to hear that you are considering applying for the post and very much hope that, once you have learned more about the role, you will continue with your application. I acknowledge and appreciate the considerable commitment to applying for a new role and with this, you can expect that we will spend a similar level of time and energy considering your application and during the selection process.

As the first Principal of My Online Schooling, I am excited for the future of education.

At My Online Schooling, we believe we are pioneers in teaching and learning. In the fast-paced, dynamic world we live in today, it is fundamentally important to us that young people have the confidence, preparedness and skills to succeed in the 21st century. Founded on the values of inclusivity and accessibility, our school creates the optimum conditions in which our pupils are respected, empowered and can thrive in their education.

With our outstanding lessons, providing high-quality British education internationally, we adopt a personalised approach, ensuring that our young people are treated as individuals, drawing on their own strengths, creativity and personalities to achieve their individual success. As a member of our highly knowledgeable, transformative teaching team, the successful candidate will ensure that our pupils will not only be academically prepared, but will be enquiring and caring citizens, able to think critically and progressively, as well as developing emotional literacy to engage in creating a better future, with intercultural respect and understanding at the forefront.

More than ever before, we recognise the ever-changing environments that future generations will experience. Our school is continuously researching and innovating to determine the best teaching methodologies, educational technology and modes of delivery to ensure we are leading the way in the world of education. We maintain high standards and expectations of all in our community to ensure we develop and foster confident, independent and digitally effective young people who are prepared for their next steps: further study, life and work.

We are proud that our school is truly international. Our globally connected pupils span more than 80 countries, allowing for learning from multiple perspectives, which promotes truly global citizens who can create life-long positive relationships with their peers across the world.

At My Online Schooling, pupils have the opportunity to discover and nurture their interests, their talents and their skills. Our flexible and carefully designed curricular programmes include a combination of live lessons with small class sizes, to allow for personalised support and instant feedback, from our fully-qualified teaching team, as well as independent learning sessions to consolidate learning.

We are proud to offer a wide variety of extracurricular activities and enrichment opportunities to expand the minds of our young people beyond the curriculum. Partnership with our families is key to the success of our young people and our classroom teachers are key to this success. We also have a team of dedicated Parent Liaison Coordinators and our Health & Wellbeing Team who are there to support families throughout their journey with us.

We set out to transform the educational narrative. We set out to empower our community to achieve their potential. We set out to help young people thrive for the 21st century. I do hope that you will decide to apply for the role and I look forward to meeting with you in due course.

Best Wishes,



Euan MacLean
Principal

Our Mission, Vision and Promise

Our **mission** as a school:

We strive to offer a rich, inclusive and internationally accessible British education where our pupils are **respected** as individuals, enjoy learning and are **empowered** to **thrive** in the 21st Century.

Our **vision** as a school:

- We believe every child is capable of success and we empower our pupils to determine what success means to them
- We create confident and empowered independent learners equipped with skills and pathways to achieving their goals
- We enable families to live a more enriched life by aligning their lifestyle to the educational needs of their child
- We offer the international market a progressive British online school rooted in values of innovation, inclusivity and creativity

Our **promise** to families:

- Their child will have the opportunity to succeed through our individualised, inclusive and creative approach
- Their child will be supported and encouraged in a safe and positive learning environment
- Their child will have the opportunity to discover and nurture their interests and talents
- Their child will be respected, empowered and will thrive as part of an international online British school

As a company we promote a positive working environment, good work-life balance and openness amongst all. We promote career development, professional development and we listen to all stakeholders within MOS, reflect on feedback from everyone with a view to improving for the future. We are dynamic, progressive and fully committed to making MOS an outstanding place to work and learn for everyone.

The Role

An Additional Support Needs Coordinator (SENDCo) is a key member of the Education Team and an integral member of our school community who has frontline responsibility for supporting the success and pastoral care of the young people who attend My Online Schooling.

Purpose

- To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for pupils with special educational needs
- Be consistent in the delivery of all the School policies and practices
- Managing, developing and maintaining high-quality additional needs provision
- Observing pupils in the online classroom, to coach and train colleagues online
- Keeping all documents including records and policies, up to date and actioned, as appropriate
- Meet with parents to support additional needs and pupils' healthcare
- To monitor the quality of additional needs support delivered both by teachers and teaching assistants
- To support and maintain the additional needs register of pupils
- To ensure that awareness of additional needs issues is maintained across all of the teaching staff
- Be a role model for pupils through personal presentation and professional conduct
- Perform particular duties in accordance with school procedures to ensure pupil safety
- Model a determination to succeed and a positive attitude to your work

In the context of this job description, pupils with additional needs are deemed to include:

- Pupils on the School's Additional Needs Register
- Pupils with identified specific learning difficulties
- Pupils with identified social, emotional and behavioural problems
- Pupils with medical needs
- 'Looked After' pupils
- Pupils whose first language is a language other than English
- Pupils who the Head of Juniors/Principal considers have previously received, for any reason, an inadequate or compromised education

Areas of responsibility and key tasks

- Strategic direction and development of Additional Needs Provision in the School (with the support of, and under the direction of the Head of Juniors, the Head of Wellbeing and the Principal
- Exercise a key role in assisting colleagues with the strategic development of additional needs policy / provision
- Support all staff in understanding the needs of ASN pupils and ensure the objectives to develop additional needs are reflected in the school development plan
- Monitor progress of objectives and targets for pupils with additional needs from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
- Analyse and interpret relevant school, local and national data and advise colleagues on the level of resources required to maximise achievement
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision

Teaching and Learning

- Support the identification of and disseminate the most effective teaching approaches for pupils with ASN
- Work with colleagues to develop effective ways of bridging barriers to learning through
  - assessment of needs
  - monitoring of teaching quality and pupil achievement
  - target setting, including IEPs
  - developing a recording system for progress
- Collect and interpret specialist assessment data to inform practice
- Undertake day-to-day coordination of additional needs pupils' provisions through close liaison with staff, parents and external agencies
- Work with colleagues to ensure all pupils learning is of equal importance and that there are realistic expectations of pupils
- Consider the range of teaching strategies / equipment that could be utilised for pupils requiring specialist provision

Leading and Managing

- Provide professional guidance to staff to secure good teaching for additional needs pupils, through both written guidance and meetings
- Contribute to the appraisal process for identified staff
- advise on and contribute to the professional development of staff, including whole school INSET provision

- Provide regular information to the Head of Primary, Head of Wellbeing and the Principal on the evaluation of additional needs provision and the impact on improving outcomes.

Monitoring, Assessment, Planning and Tracking

- To assist in the identification of pupils' additional needs through observation in the classroom, individual screening and assessment of reports
- To oversee the writing and regular review and updating of Individual Education Plans
- To liaise with external agencies in regard to particular pupils to ensure that the school is providing appropriate support for the child
- To liaise with classroom teachers concerning the needs and progress of individual pupils and to provide advice as appropriate about teaching strategies to assist particular pupils
- To interpret the recommendations of Educational Psychologists, Occupational Therapists and other reports and to disseminate them so that they are effectively implemented in the classroom
- To use data generated by school assessments effectively to inform future pupil progress

Communication and Reporting

- To write reports for parents on the pupils receiving specific teaching
- To liaise with parents and carers concerning pupil progress and concerns, and concerning updates to the IEP, and to be proactive in communication about these issues
- To make recommendations to parents concerning the use of external agencies for identifying additional needs

Professional Knowledge and Development

- To maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and of the school's curriculum and policies
- To participate in INSET provided by the School and where appropriate to lead INSET on additional needs issues
- To ensure that the School's Additional Needs Policy is followed
- Complete successful cycles of appraisal as, engaging fully in the process with SLT to support your development as a professional
- Engage with professional learning platforms i.e. EduCare, as directed by the school

Other professional requirements

- Liaise with other school Additional Support Needs Coordinators as required.
- Be aware of updates via the school management information system and continue to keep up to date.

Safeguarding and Health & Wellbeing

- Promoting and safeguarding the health, wellbeing and safety of pupils
- Actively promote safe behaviours when online
- Report all pupil wellbeing concerns via the iSAMS Wellbeing Manager
- Liaising with Health & Wellbeing team to support pupil wellbeing
- Report concerns to the Designated Safeguarding Lead, where necessary
- Regular participation in professional learning regarding safeguarding

Notes

This job description sets out the duties of the post at the time it was published. The hours and the job description may be modified depending on the needs of the school.

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the post description. The priorities for each year will be reviewed against this job description annually through performance management meetings.

Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the school.

Person Specification

Job Requirements

Essential Qualifications/Training

- A degree or equivalent
- QTS status
- Evidence of on-going professional development; attendance on courses, INSET, action research studies

Desirable Qualifications/Training

- Higher degree qualification, postgraduate courses
- Hold the National Award for SEN Coordination (NASENCo)

Essential Experience

- At least 4 years' experience as a class teacher with secure judgements of good and outstanding teaching
- Experience of successful leadership and management within a school or other educational setting including target setting and monitoring the quality of provision
- Knowledge of relevant legislation - in particular of the SEND Code of Practice, equal opportunities and disability discrimination legislation and how these apply to pupils with Statements as well as those without
- Knowledge of the range and type of interventions available and be able to apply these appropriately in the context of the School's resources and the individual child
- Knowledge of current educational issues and their relationship to the inclusion, behaviour support and Education Welfare Services

Desirable Experience

- Experience of leading on developing provision of more able children
- Experience of inter-agency work

Job Requirements

Skills

- Ability to provide professional leadership and management of a staff team, where required, and contribute to the work of other teams to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils across the school
- Excellent written and oral communication skills
- Excellent presentation and interpersonal skills
- Excellent time and task management skills
- High levels of attention to detail
- Ability to work under pressure and to deadlines and able to prompt others to ensure deadlines are achieved
- Ability to use data effectively in setting targets
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- A team player, who is agile, willing to help and to be flexible
- Ability to continually strive for improvement

Special Requirements

- A Disclosure Barring Service Check (criminal record check) will be requested in the event of a successful applicant
- Overseas police checks will be required if the successful candidate has worked outside the UK for more than 3 months in the last 10 years.

'My Online Schooling is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

How to Apply

More information about applying for the role can be made via our school website www.myonlineschooling.co.uk. You can find more information about the teacher experience and how we teach there.

As part of our safer recruitment policy all applications must be submitted using our application form.

The application form for this post is available via our school's eteach platform.

Only applications with a supporting statement, addressed to the Principal, will be considered. You should explain in some detail, your educational philosophy, the reasons for applying for the post, why you feel well-qualified for the position, and the vision for your tenure as an Additional Support Needs Coordinator with My Online Schooling.

Early applications are encouraged, and we may interview candidates before the closing date.

My Online Schooling is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service.

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