

## SPECIAL EDUCATIONAL NEEDS COORDINATOR JOB DESCRIPTION

<b>LOCATION</b>	<b>Greengates School – Naucalpan, Mexico</b>
<b>JOB PURPOSE</b>	<p>You will work across our school to create, implement, and deliver a Special Educational Needs programme. You will work to empower our staff and students to enhance our academic offer so that all students are able to achieve outcomes to an exceptionally high standard.</p> <p>You'll play an active role in delivering the Nord Anglia and Greengates School mission to all stakeholders.</p>
<b>REPORTING TO</b>	Academic Director
<b>OTHER KEY RELATIONSHIP</b>	Members of Counselling department, Primary and Secondary Leadership.
<b>KEY TASKS AND RESPONSIBILITIES</b>	
<p><b>Overall Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ To keep a profile of children with special educational needs.</li> <li>▪ To observe and support children as appropriate on the special educational needs profile.</li> <li>▪ To support and advise Teachers, Counsellors, Learning Support Assistants etc. as appropriate, in how to include children's needs in the setting.</li> <li>▪ To liaise with other professionals from outside services and external agencies eg. Area SENCOs, Educational Psychologists, Occupational Therapists, Physiotherapists, Speech and Language Therapists, etc.</li> <li>▪ To arrange, organise and review support for individual children.</li> <li>▪ To keep Teachers and Learning Support Assistants up to date with SEN. and inclusion issues and to encourage personal development through courses and INSET.</li> <li>▪ To meet with parents regularly in order to maintain good relationships and to keep parents informed about their child's progress.</li> <li>▪ To respond to changes in legislation/practice from government and NAE.</li> <li>▪ To organise INSET relevant for staff.</li> <li>▪ To review individual children's IEPs termly as appropriate.</li> <li>▪ To write detailed education reports about individual children for other professionals and parents.</li> <li>▪ To review statements via annual and interim review meetings.</li> <li>▪ To develop and share knowledge of resources (equipment, books. materials and knowledge of possible strategies.)</li> <li>▪ Promote inclusion and accessibility for students with learning differences.</li> <li>▪ Monitoring and evaluating all students who have been identified with learning differences.</li> </ul>	
<b>Personal Attributes</b>	
<p><b>Personal Specifications</b></p> <ul style="list-style-type: none"> <li>▪ Qualified teacher status with experience in Special Needs.</li> <li>▪ Degree in Educational Psychology, Neuropsychology or Special Ed. (preferred).</li> <li>▪ Experience of working in a SENCO role.</li> </ul>	

- Experience of effective liaison with a range of outside agencies.
- Demonstrates commitment to the protection and safeguarding of children and has up to date safeguarding training.
- Able to support and improve outcomes for a range of diverse special educational needs.
- Able to train and support teachers to deliver appropriate interventions to improve outcomes for all.
- Able to use performance data to inform provision mapping and planning.
- Knowledge of a range and types of interventions available.
- Able to effectively manage SEN provision throughout the school.
- Knowledge and understanding of current developments and best practice in SEN legislation and all aspects of inclusion and pastoral care.
- Able to lead and manage people to work effectively, both individually and in teams.
- Able to promote a welcoming, inclusive, and fully supportive learning environment.
- Actively commit to upholding high standards of behaviour in line with the school's positive behaviour policy and values.
- Able to reflect, learn from mistakes and employ a growth mindset.
- Ambition, energy, enthusiasm, determination, and drive to develop the new role of SENCO at Greengates.
- Hold a current Enhanced Criminal Records Bureau Disclosure for all countries lived in.
- Compliance with visa requirements for working in Mexico.
- A commitment to safeguarding and promoting the welfare of all pupils, and a willingness to undertake appropriate child protection training when required.

### Create Your Future

We're [Nord Anglia Education](https://www.nordangliaeducation.com), the world's largest premium international schools organisation. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

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