

JOB DESCRIPTION – PRIMARY SENCO

This position will form a key part of the Primary Leadership Team from August 2024 onwards. These guidelines are written in support of the role and include but are not limited to the following key tasks and accountabilities:

RESPONSIBLE TO: Head of Primary

RESPONSIBLE FOR: Overseeing the consistency of Special Educational Needs, Counselling and EAL in the primary school

Applicants for the position should:

- have experience working with SEN students across all ages in a primary setting
- have high expectations, lead by example, promote the school's vision, mission and core values
- be an active member of the Primary Leadership Team (PLT) and contribute to the strategic development and direction of the primary school
- provide leadership and direction in supporting meeting the needs of children with SEND.
- take a lead role in monitoring and school self-evaluation regarding children with SEND.
- provide guidance and support to the support staff to achieve and maintain a good quality of provision for pupils with SEND.
- analyse assessment data from a variety of sources to inform future school planning and resourcing.
- be committed to contributing to the sports, performing arts and CCA programmes across the school (from KS1 to Secondary)
- be fully vaccinated against Covid-19 (this is a requirement of the Ministry of Education)
- possess a recognised teaching qualification with a minimum of 2 years teaching experience

Leadership and Management

- To ensure consistency of SEN across the primary school
- To line manage the primary EAL teachers
- To line manage the primary Learning Support Assistants
- To lead SEN provision in a way that matches the needs of students in each year group
- To lead meetings with parents related to SEN provision and support teachers in this regard as requested
- To oversee the EAL timetables and deployment of staffing in the primary school

Administration and Communication

- To organise timetables for Learning Support personnel
- To write information for reports and share with teachers as required across the whole school
- To collaborate in the writing of relevant whole school policies as needed
- To actively make and maintain links with external support agencies
- To liaise with external support agencies



Main Responsibilities:

- To use data as a means of tracking progress and assessing needs
- To oversee the school provision live document and keep this updated
- Set up systems for identifying SEN students, and assessing and reviewing SEN provision. This includes creating and monitoring IEPs in collaboration with other staff.
- Set targets for raising achievement among SEN students and other groups as appropriate.
- Liaise with teachers to set specific targets for students who work with a support programme (IEP, Action Plan, BMP)
- Meet with parents to discuss support programmes support programme (IEP, Action Plan, BMP)
- Collect and interpret specialist assessment and performance data and share findings with other staff as appropriate.
- Regularly update the respective Head of School on the effectiveness of provision for SEN
- As necessary, prepare applications to examination boards for those students entitled to special provision/considerations.
- Encourage all members of staff to recognise and fulfill their responsibilities to SEN students.
- Provide training opportunities for Staff to learn more about SEN, including Child Protection
- Keep abreast of and disseminate good practice on SEN across the school.
- Identify resources needed to meet the needs of SEN students and advise the PLT of priorities for expenditure.
- Work with the PLT on the strategic development of SEN
- Work with the Heads of School on developing the effectiveness of transition arrangements for SEN students between Early Years, Primary and Secondary.
- Keep abreast of developments in SEN/G&T and inform staff as necessary.

General

- To ensure key SEN policies are followed by staff
- Making a positive contribution to the development of the School.
- Actively supporting the ethos of the school.
- Comply with any reasonable requests made by the PLT / LT

We encourage you to read [this information pack for prospective staff](#) and to visit our website at www.isp.edu.my to find out more about our school and this exciting opportunity to join our dynamic team.

How do I apply and what information should I include in my application?

- Applicants should complete the online application form via TES
- Your 'supporting statement' should be a letter of application addressing how you meet the criteria and job description (*maximum two sides of A4*).
- Include your Curriculum Vitae, which can be submitted via the 'additional documents' option



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- Include the email contact details of 3 referees, at least one of whom must be your current Principal/Headteacher or member of the Leadership Team. Please ensure a professional email account is listed for all referees.
- **Applications should be addressed to the Principal, Mr James Worland.**

ISP is an equal-opportunity employer and will treat all applicants fairly and without discrimination. ISP reserves the right to appoint before the published closing date.

The International School @ ParkCity, KL is committed to ensuring that all students within the ISP community are kept safe and free from harm as a result of abuse or neglect. Child Protection is the responsibility of all members of the school community, by applying for employment at The International School @ ParkCity, KL you are:

- *Declaring that you are able to work with students in a way that promotes and safeguards their safety and welfare.*
- *Declaring that there is no reason that would prevent you from working with children at our school.*
- *Supportive of appropriate background checks that will be made.*