



HEATHSIDE SCHOOL
HAMPSTEAD

SENDCO

Exciting opportunity for an outstanding SENDCO to play a pivotal role in the day to day running at one of the leading schools in the UK.

Heathside School has the highest ambitions for our pupils' intellectual and academic experience at all age levels. Our aspirations mean that we are not just looking for an outstanding SENDCO to be a part of our team, but someone who has the vision and energy to help the School in achieving its vision.

If you are an outstanding and experienced professional who will not settle for less than excellence, we would be delighted to hear from you.

Job Description

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.

Summary of the role	<p>Job Title: SENDCO</p> <p>Location: Heathside School, Hampstead</p> <p>Reporting Line: DSL</p> <p>Hours: Full Time</p> <p>Salary: School's own salary scale</p> <p>Role Summary: School teaching and learning responsibility in the area of Inclusion, with a focus on SEN/EAL, transition and the tracking of vulnerable groups/students</p>
Line management responsibility for	Intervention team members and Teaching Assistants in liaison with class teachers
Main duties and responsibilities	<p>Teaching and Learning</p> <ul style="list-style-type: none">● Be responsible for overseeing all aspects of SEN across the school to ensure the new Code of Practice is fully implemented● Identify and adopt the most effective teaching approaches for pupils with SEN● Monitor teaching and learning activities to meet the needs of pupils with SEN● Identify and teach study skills that will develop pupils' ability to work independently <p>Communication</p> <ul style="list-style-type: none">● Liaise with all the school sites to ensure continuity of support and learning when transferring pupils with SEN● Update the Head Teacher and SLT on the effectiveness of provision for pupils with SEN● Be a Deputy Designated Safeguarding Lead (DDSL) in the school.● Attend consultation evenings and keep individual parents informed about their child's progress● Liaise with parents on any aspect of SEN● Attend SENDCO meetings both within the School and other relevant authorities

Recording and assessment

- Maintain the vulnerable children's register
- Organise the provision of intervention strategies across the school and produce provision maps for the whole school and individual year groups
- Set targets for and track the progress for raising achievement among pupils with SEN/SEND
- Collect and analyse specialist assessment data produced both within the school
- Set up systems for identifying, assessing and reviewing SEN/SEND
- Develop understanding of learning needs and the importance of raising achievement among pupils
- Responsible for IEPs for individual students

Leadership and management

- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEN/SEND
- Provide training opportunities for learning support assistants and other teachers to learn about SEN/SEND. E.g. Train teaching assistants as appropriate in the delivery of intervention programs
- Be aware of the needs of any gifted and talented children, maintain the register and fulfil requirements to provide parents and teachers with advice of where to access resources with a database of provision
- Collate information regarding medical needs within the school and add to the register
- Disseminate good practice in SEN/SEND across the school
- Identify resources needed to meet the needs of pupils with SEN/SEND and advise the head teacher of priorities for expenditure
- Be responsible for the performance management of teaching assistants
- Be responsible for the documentation necessary for Individual Reviews and ensure deadlines are met
- Keep up to date through reading relevant materials for SEN/SEND and attending INSET

Operational

- Promote the school to current parents and potential parents
- Work with SLT and inspectors during inspections by regulatory bodies and to assist in the implementation of any recommendations

Staff

- Work as a team with other staff members
- Support and mentor students
- Be responsible for participating in all self-development activities including appraisals etc

Pastoral Care

- Be fully conversant with, and apply, the School's child protection policy and all related issues
- Promote good attendance and monitor it in accordance with School policy
- Promote the general progress and well-being of pupils

Professional Standards

- Support the aims and ethos of the School and carry out the school's strategic plan
- Treat all members of the School community with respect and consideration
- Treat all pupils fairly, consistently and without prejudice
- Set a good example to pupils in terms of appropriate dress, punctuality and attendance
- Participate in the School's extracurricular programme
- Take responsibility for personal professional development within the School's CPD programme
- Attend all departmental and staff meetings, Parents' Evenings, New Parent's Day and ensure that all deadlines are met as published in the School calendar
- Take responsibility for matters relating to health and safety
- Undertake duties that may be reasonably assigned by the Principal (directly or indirectly)

You are expected to act in accordance with the aims, policies and administrative procedures of the School. Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the appraisal process.

You may also be required to undertake such other comparable duties as the School requires from time to time.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification – SENDCO	
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.	
	Essential/ Desirable
QUALIFICATIONS	
Relevant Degree or equivalent.	E
Evidence of further professional development.	E
EXPERIENCE	
Experience of working with children with SEN within in a similar role in the independent schools' sector.	D
Experience of working successfully as a middle manager in a school.	E
Experience of data analysis.	D
KNOWLEDGE	
A clear understanding of the essential qualities necessary for the role.	E
Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.	E
Knowledge of current safeguarding child protection procedures.	E
SKILLS AND ABILITIES	
Demonstrate outstanding practice.	E
Analyse data and plan an appropriate course of action for whole school improvement.	E
Inspire, challenge, motivate and empower others to carry the vision forward.	E
Lead and manage people to work towards common goals.	E
Ability to investigate, resolve problems and make decisions.	E

Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).	E
Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education.	E
Expecting and facilitating all children to reach their potential irrespective of social background.	E
Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines.	E
Personal Attributes	
Creative, enthusiastic and proactive, keen to embrace new ideas and challenges.	E
Energy and enthusiasm.	E
Confidence and excellent interpersonal skills.	E
Loyalty and confidentiality.	E
Committed to continuing professional development for self and others.	E