



Gulf British Academy

Learning Support & SENCO

Job Description

Job Title: Learning Support & SENCO

Reports to: Head of Key Stages

Location: Gulf British Academy - Salmiya

School Overview

Gulf British Academy (GBA) opened its doors in September 2005 and quickly established itself as one of Kuwait's top independent co-educational schools for pupils from Foundation to Year 11. GBA is a friendly school where all children are valued as individuals and parents welcomed as partners in their child's education.

Job Overview

The **Learning Support & SENCO** at Gulf British Academy plays a vital role in ensuring that all students, regardless of their learning needs, receive the support they require to thrive academically and socially. This leadership position involves managing the school's Special Educational Needs (SEN) provision, developing policies, overseeing student assessments, and providing targeted interventions. The SENCO collaborates closely with teachers, parents, and external specialists to create inclusive learning environments while delivering training to staff on best practices in SEN support. With a strong understanding of SEN legislation and the British curriculum, the ideal candidate will be passionate about fostering an inclusive, supportive, and high-achieving school community.

KEY RESPONSIBILITIES	
AREA	DETAILS
Leadership & Management	<ul style="list-style-type: none">• Lead and manage the school's Special Educational Needs (SEN) provision, ensuring effective support for students with diverse learning needs.
Policy Development	<ul style="list-style-type: none">• Develop, implement, and review SEN policies and procedures in line with current educational standards and best practices.
Staff Training	<ul style="list-style-type: none">• Provide training and professional development for staff on SEN-related topics to enhance their understanding and teaching strategies.
Student Assessment	<ul style="list-style-type: none">• Oversee the identification and assessment of students with SEN, ensuring appropriate interventions and support plans are in place.
Parental Engagement	<ul style="list-style-type: none">• Maintain effective communication with parents and guardians regarding their child's progress and support needs.
Collaboration	<ul style="list-style-type: none">• Work closely with external agencies and specialists to provide comprehensive support for students with SEN.

KEY REQUIREMENTS	
AREA	DETAILS
Educational Background	<ul style="list-style-type: none"> • A recognized teaching qualification and a postgraduate qualification in Special Educational Needs or a related field.
Experience	<ul style="list-style-type: none"> • Proven experience in a SENCO role within an international or British curriculum school setting.
Skills	<ul style="list-style-type: none"> • Strong leadership, organizational, and communication skills. Ability to work collaboratively with a diverse team. • Fluent in spoken and written English. • Effective communication and interpersonal skills to foster good behaviour and build good relationships with pupils, parents and colleagues. • Ability to work under pressure and prioritise effectively. • A clean enhanced Disclosure and Barring Service (DBS) check and/or police check. • High level of IT skills with experience in using Google Workspace, Zoom, Gmail, shared drives, etc as well as IT tools to record observations and assessment.
Knowledge	<ul style="list-style-type: none"> • In-depth understanding of SEN legislation, policies, and best practices. Familiarity with the British curriculum is advantageous.
Organizational Skills	<ul style="list-style-type: none"> • Ability to manage your time and resources effectively.
Communication Skills	<ul style="list-style-type: none"> • Strong communication skills to engage with staff, students, and parents.
Analytical Skills	<ul style="list-style-type: none"> • Ability to analyze data and use it to make informed decisions to improve student outcomes.
Passion for Education	<ul style="list-style-type: none"> • A genuine passion for education and a commitment to improving educational outcomes for all students