



Lewes Old Grammar School

SENCO

Job Description

Responsible to: Deputy Head Curriculum and Head of English Faculty

Timetable: Full Time over a two-week timetable

Salary: Competitive and dependent on Experience

Pension: Group Save Contributory Pension Scheme

Start date: April or September 2019

Introduction

Lewes Old Grammar School is an independent co-educational day school located in the historic county town of Lewes, educating children from 4 to 18 years old. The School encompasses traditional values combined with a forward approach to the education of young people, and it is proud of the family ethos and community it engenders. First established in 1512, Lewes Old Grammar School combines high educational standards and small classes in a caring, well- mannered environment together with economic fee levels. There is an extensive program of extra-curricular

activities running on Friday afternoons for Yr 7/8 and many opportunities for students to take part in music and drama activities.

The School offers a pre-Reception class, housed in Morley House our Junior School. Morley House caters for children from three years old until the age of ten, and is located in an independent building in a pleasant residential area of Lewes.

The Senior School occupies four architecturally historic buildings in the High Street of the ancient town of Lewes. Here we educate children from the age of 11, (Year 7), until 18 years of age, (Sixth Form), and always feature well in the Sussex GCSE and A Level league tables. We have an ambitious development plan for the school's facilities over the next five years.

We are a school who values its staff contributions and encourages them to take ownership of their teaching practice and professional development. Work life balance is important to both our families and our staff. So whilst we encourage and appreciate participation in school events and extra-curricular activities we certainly recognise and expect staff to have lives outside of the school! We are a friendly and happy school with a commitment to treating everyone as an individual.

Purpose of Job/Key objectives

We are seeking to appoint a suitably qualified SENCO or someone with a willingness to achieve National SENCO Award. The ideal candidate will be an excellent teacher with a track record of raising standards. They will have excellent communication skills, the ability to work as part of a team, and a commitment to raising student achievement, encouraging students to meet their full potential. The candidate will be accountable for promoting inclusion and ensure the progress and development of all pupils with SEND in line with the SEN Codes of Practice and school policies and procedures. We are particularly interested in hearing from English specialists but welcome applications from all subject areas.

The post is a key appointment in terms of enhancing and ensuring the best possible outcomes for our pupils through success and achievement. As such we are keen to recruit a dedicated and ambitious professional who will add value to our school in both academic terms and through involvement in the fabric of learning and success beyond the classroom.

This is an exciting opportunity to join the school at a new stage in its development and be part of our journey as we strive for continued improvement. If you care about the success of your students, and have the energy to make that success a reality, we would welcome your application.

Our school motto is 'Life Long Love of Learning' and to that end we follow the simple view that pupils who enjoy the subject will engage in it, grow in confidence and will have the opportunity to excel. If you feel that you can play a strong and supportive role, both through the curriculum and also the many extra-curricular activities we offer then we would be delighted to hear from you.

Principal Duties/Tasks and responsibilities

Strategic development of the school's Special Educational Needs (SEN) provision and oversight of the day-to-day operation of that policy with the aim of raising SEN pupil achievement within the Senior School.

Areas of responsibility and key tasks:

- Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN.
- Ensure that the school carries out its statutory responsibilities regarding all students with a Statement of Special Educational Needs.
- Support all staff in understanding the needs of SEN pupils.
- Support departmental developments of SEN provision.
- Monitor progress towards targets for pupils with SEN.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Deliver lessons in specialist subject area.

Teaching and Learning

- Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEN.
- Work with staff to develop effective ways of bridging barriers to learning through:
 - assessment of needs
 - monitoring of teaching quality and pupil achievement
 - target setting - IEPs
 - keeping accurate records.
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.
- Work with SLT, teachers, key stage co-ordinators and pastoral staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.
- Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings.
- Provide regular information to the Headmaster and Deputy Head for Curriculum on the evaluation of SEN provision.

Effective deployment of staff and resources

- Advise the Headmaster of priorities for deployment of staff, and utilise resources with maximum efficiency.

- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies.
- Work with external agencies to maximise resources made available.

Examinations

- Hold responsibility for the school's access arrangements for students with SEN so that they receive appropriate support during mock and public exams.
- Support the Data and Exams Manager and Heads of Year in the effective

Other professional requirements

- Co-ordinate all Annual Reviews and reviews of Individual Education Plans.
- Attend Year 6 Annual Reviews for primary pupils with statements to help facilitate continuity and progression through the development of a transition programme.

Person Specification

Qualifications

- Teacher qualification
- Experience of staff management and working as part of a team

Experience

- Substantial teaching experience and a proven track record of success for all SEN pupil groups;
- Experience of working co-operatively with parents, teachers and other professionals;
- Experience of transition for students with Special educational needs;
- Experience of staff management and working as part of a team;
- Proven communication and interpersonal skills;
- Empathy for pupils, parents, staff and the community;
- Committed to continual personal and professional development;

Skills

- A sound knowledge of the national curriculum
- An understanding of the needs of children within SEND needs

- A good knowledge of the SEND Code of Practice
- Knowledge of the difficulties experienced by children and strategies to support them in educational settings
- High order organisational skills, effectively manages commitments and deadlines;
- Willingness to learn and use new technologies;
- Works collaboratively and supportively with colleagues within school and other organisations;
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams;
- Ability to motivate and encourage participation in activities and a willingness to take part in and/or organise trips and visits;
- A generosity of spirit and a willingness to contribute to the extra-curricular life of the School;

Further Details

The Application Forms can be downloaded from our TES microsite and are available from our website.

Applications must be made using the school's Application Form, Equal Opportunities Form along with a covering letter of application, including full contact details of two referees. C.Vs will not be accepted without a completed application form.

Any queries regarding the application process should be directed to the HR Manager, hr@logs.uk.com.

Please send completed application forms to the HR Manager.

Lewes Old Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and sign a self-disclosure form.

Interviews

The closing date for applications is 31st January 2019 at midday.

We reserve the right to interview before this date.