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**Head of Learning Enrichment**

**We are seeking a forward thinking, well qualified, enthusiastic and motivated person to lead the provision for pupils with SEND and learning differences at Abbey Gate College.**

**Person specification:**

**Essential qualities**

* Experienced Specialist teacher
* Ability to manage and co-ordinate a busy department
* Demonstrates an ability to work well under pressure
* Excellent communication skills
* Is committed to working with parents, colleagues and other agencies in a positive, sensitive and constructive manner
* An inspirational, committed and highly effective educational practitioner dedicated to achieving the best outcome for every individual pupil
* Well organised, patient and reliable
* Excellent time management skills
* Be committed to the protection and safeguarding of children
* Common sense and initiative
* Flexible and adaptable
* Forward thinking

**Desirable Qualities**

* Postgraduate qualification in SpLD
* National Award for SEN coordination
* Experience of independent education
* Has a good understanding of current legislation, regulations and developments relating to the provision of learning support
* Enthusiastic and innovative
* Ability to raise attainment through motivating and inspiring staff and pupils
* Sense of humour
* Be committed to CPD
* Excellent ICT skills
* Be able to contribute to the ex-curricular/ co-curricular life of the school
* Calm under pressure

**Job description:**

**Reporting to:** Deputy Head of Curriculum/ Head Mistress

**Main responsibilities:**

**Contribute to strategic planning for SEND within the whole school by:**

* Developing and supporting effective practice for SEND pupils to ensure that they make progress in line with other groups
* Supporting outstanding practice in differentiation and ensuring all staff are equipped to meet the needs of all pupils
* Writing IEP’s and Pupil Profiles for pupils with SEND
* Using data effectively to monitor and evaluate pupil progress and attainment, and the impact of targeted interventions
* Ensuring appropriate interventions are in place for pupils with SEND
* Communicating the work of the Learning Enrichment department through the website, VLE and other media
* Working closely with the Senior Leadership Team (SLT) to monitor the effectiveness of provision for pupils with SEND support throughout the school  
    
  **Co-ordinate operational planning for SEND by:**
* Managing the day to day operation of the SEND policy, including SEND provision and the effective deployment of staff and physical resources
* Maintaining a system for identifying, monitoring and reviewing progress of SEND pupils
* Working with the Examination Officer to ensure that appropriate special arrangements for exams are in place
* Conducting person centred annual review meetings for pupils with a statement/EHC plan in line with LEA guidance
* Identifying pupils with learning difficulties and putting in place suitable arrangements for the teaching of these students
* Using the school’s ICT resources to gather and disseminate information about pupils with SEND
* Maintaining records on all pupils with SEND
* Utilising pupil, school, local and national data effectively to inform planning for SEND

   
**Work in partnership with teaching and non-teaching staff, primary feeder schools, parents and outside agencies by:**

* Supporting staff in overcoming barriers to pupil’s learning by providing advice on differentiation and learning styles
* Disseminating information on SEND pupils to relevant parties
* Liaising with the Deputy Head (Curriculum)
* Liaising closely with the Registrar regarding new applicants with learning difficulties
* Liaising closely with the Examinations Officer and Specialist teacher/assessor with regard to Access Arrangements
* Communicating with parents
* Representing the LE department at the Governors Education Sub-committee meetings
* Participating in the induction of new staff
* Working with outside agencies
* Contributing to transition arrangements for pupils with SEND at primary/secondary transfer   
     
  **Promote staff development in relation to SEND by:**
* Keeping up to date with research, resources, policy etc. by attending courses, conferences etc. and disseminating good practice in SEND across the school
* Working with the SLT to arrange and provide College SEND CPD   
    
  **Teaching and Assessment responsibilities will include:**
* 1:1 specialist teaching
* Small group teaching
* Arranging and reviewing results of screening tests for Year 7
* Working with the Specialist teacher to ensure that assessments for access arrangements are completed
* Review Form 8 applications with the Specialist Teacher and Deputy Head (Curriculum)

**Closing date: Wednesday 22 March 2017 (5pm)**

**Interviews to commence w/c 27 March 2017**

**To apply please complete and return the Abbey Gate College application form**