

FreshSteps Independent School

SENCo

From January 2021

Job Title: SENCo

Responsible to: Headteacher

Hours: Temporary – 08:00 – 16:15

Salary: Commensurate with qualifications and experience

Key Task:

To ensure Special Education Needs (SEN) provision is effectively and efficiently managed and co-ordinated across the site and that all legal requirements in respect of pupils with special education needs are being met. As FreshSteps Independent School is a school that specialises in teaching children with SEMH, the SENCo role requires close co-operation with the Headteacher, Senior Leadership Team and other staff.

Main Responsibilities include:

- SEN admin and preparation for Annual Review information.
- Strategic direction and development of SEN provision
- Policy implementation (including SEND and Accessibility)
- Teaching and learning– Developments and initiative to improve standards of literacy, numeracy and strategies for accessing the wider curriculum.
- Liaising with other staff and with therapists
- Data Management, Assessment and Monitoring Pupil Progress
- Liaise with the admin department to confirm pupil requirements for fees and recharges to local authorities

Key Responsibilities include:

- Annual Reviews
- Preparation of EHCP's
- Chair EHCP Pupil Review Meetings, ensuring that all actions are followed up
- Review Educational Psychologist reports and other supporting documentation; make recommendations to the Headmistress as to a pupil's suitability in meeting the school entry criteria
- Set up systems for screening pupils when attending taster day/days, collating and assessing all information from any assessments and feedback from the teaching staff

- Coordinate the curriculum support lessons, monitoring progress and outcomes; ensure staff expertise is deployed appropriately
- Ensure ILPs are monitored regularly, are up to date live documents, that all stake holders are fully informed about support programmes in place/planned and their impact is assessed and progress can be evidenced
- Ensure that robust tracking systems are in place to reflect EHCP requirements
- Development and maintain the school's SEND register and ensure its availability to and effective use by staff
- Assist in the liaising, co-ordinating and managing of all external bodies
- Attend appropriate courses and meetings, contribute to whole school INSET meetings to disseminate information and exchange of ideas
- Liaise with the Examinations Officer
- Keep up to date with SEND regulations

Teaching and Learning

- Plan, prepare and deliver curriculum support lessons for individuals and small groups, in liaison with teaching staff; keep a detailed record, lesson by lesson.
- Attend parents' meetings where appropriate and be available for consultation at other reasonable times by parents by appointment
- Assist with writing Individual Learning Plans for EHCP pupils
- Monitor teaching and learning activities in the classroom to meet the needs of pupils with SEND.
- Identify and adopt the most effective teaching approaches for pupils with SEND and share approaches with colleagues.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND: including further education colleges and school sixth form.
- Attend SEND and other meetings as required.

Within the School

- Undertake a share of school duties as may reasonably be requested by the Head; general, administrative, supervisory
- Take an active role in school life
- Attend major school events, promoting the ethos and reputation of the school
- Safeguard the health and safety of self and others and comply with the school's Health and Safety Policy and adhere to all other school policies
- Promote and safeguard the welfare of all pupils that you come in contact with
- Maintain high professional standards and maintain positive relationships with colleagues, pupils and parents
- Priorities resources to meet pupils' learning needs, including ICT.

Person Specification:

- Team player with the ability to work with minimal supervision
- Good interpersonal and communication skills with the ability to deal sensitively with a variety of situations with teachers, pupils, parents and outside organisations
- Ability to be clear and assertive whilst remaining calm, composed, tactful and flexible is essential
- Good administrative skills and computer literacy
- To be highly efficient and organised.

Education and Qualifications:

- Educated to degree level with relevant SEND qualifications:- Post-graduate qualification in individual specialist assessment at or equivalent to OCR Level 7
- Experience in working with EHCP's
- Evidence of continuing professional development
- Experience of working with children with dyslexia and associated needs including speech and language, dyspraxia, dyscalculia
- Broad awareness of educational theory and practice