

INSPIRATIONAL Box Hill School

HEAD OF SPECIAL EDUCATIONAL NEEDS

SENCO

JOB DESCRIPTION

Line Manager: Deputy Head

The Key Task

The key task of the SENCO is to ensure that Special Educational Needs (SEN) provision is both efficiently and effectively managed. The range of responsibilities delegated to the SENCO with regard to provision and coordination is outlined below. It is expected that all legal and statutory requirements are met for students with SEN via the SENCO.

Core Purpose of the Post

The SENCO, with the support of the Head and Governing body, takes responsibility for the day-to-day operation of provision made by the school for pupils with SEN and provides professional guidance in the area of SEN in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all pupils.

Main Responsibilities

- ❑ **Strategic direction and development of SEN provision**
- ❑ **Teaching and learning within the school as it impacts SEN**
- ❑ **Assessing internal candidates and prospective pupils**
- ❑ **Leading and managing staff within SEN**
- ❑ **Efficient and effective deployment of staff and resources within department**

Strategic direction of SEN provision

- Ensure effective systems of communication, including feedback about pupil's learning to inform future planning.
- Monitoring the quality of SEN support by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed.
- Ensure that the objectives of the SEN policy are reflected in the school improvement plan. Liaise with and coordinate the contribution of external agencies.

- Up-to-date knowledge of National and local initiatives which may impact upon policy and practice.

Teaching and learning

- Advising on the whole school Teaching and Learning policy to ensure inclusive teaching.
- Leading Department and whole school INSET regularly and where appropriate; this may include chairing and participating in working parties.
- Providing opportunities for observation of colleagues/visits to other schools in order to share best practice.
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice in the classroom and in 1:1 lessons.
- Work with pupils, subject leaders, class teachers, with tutorial/pastoral responsibilities to ensure realistic expectations of behaviour and achievement are set for SEN pupils.
- Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.
- Overseeing and monitoring the quality of IEPs and maintaining detailed information for subsequent meetings with parents.
- Maintain and develop systems for colleagues to monitor and record progress made by pupils with SEN towards the achievement of targets set in IEPs.
- Review IEPs with parents, students, teachers, and agree and communicate new targets.
- Supporting the Head in meeting statutory responsibilities for Education and Health Care Plans and their Annual Review.
- Lead the Annual Review meetings for students with an Education and Health Plan.

Assessment and Access Arrangements

- Provide Admissions team and Senior Leadership team with advice on suitability of prospective students through scrutiny of evidence provided and/or assessment.
- Coordinate access arrangements for entrance examinations.
- Coordinate and ensure high standards of assessment, evidence gathering and compliance for access arrangements for public examinations.
- Liaise with Examinations Secretary to ensure up-to-date information and records for access arrangements.
- Communicate information on access arrangements to staff.
- Conduct baseline assessment on all students on entry to the school.
- Conduct screening assessment on all students in Year 9.
- Analyse and communicate assessment data for teaching, learning and access arrangement purposes.

Leading and managing staff

- Lead and manage all staff within the SEN department, including tutors, Learning Support Assistants, Speech and Language Therapists.
- Coordinate timetables for visiting therapists.
- Advise the Head and Deputy Head on all staffing matters within the department.
- Appraise all departmental colleagues in line with the school's Appraisal Policy.

- Encourage all staff to recognise and fulfil their statutory responsibilities.
- Develop IT based proformas for essential administrative tasks, in order to create an efficient administrative infrastructure as part of an effective communications system.
- Identifying the training needs of staff in the Department and the wider school community, and organising/coordinating INSET to be delivered by other professionals.
- Disseminate procedural information such as recommendations of the code of practice, Surrey guidance, or the schools own SEN policy.
- Manage the provision of in-class support by SEN Learning Support Assistants.
- Ensure the establishment of opportunities for SEN Learning Support Assistants, to review the needs, progress and targets of pupils with learning difficulties.
- Provide regular information to the Head, governing body on the evaluation of the effectiveness of provision for pupils with SEN, to inform decision-making and policy review
- Liaise with Bursary regarding invoicing of parents for SEN tuition and issuing of SEN school/parent contracts.
- Liaise with Bursary regarding LA funded pupils.

Efficient and effective deployment of staff and resources

- Draw up the annual department budget and annual Departmental Development Plan
- Provide advice to Head/SLT relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEN
- Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school.
- Ensure that classroom practice and resources comply with the school's Accessibility Policy.

Pastoral Role

- To take responsibility for a tutor group if appropriate
- To undertake weekly evening house duties and weekend duties in line with all full-time members of staff

This job description will be reviewed regularly and may be subject to modification and amendment after consultation.

The Person

Qualifications, skills and experience:

The successful person will have:

- A good honours degree and a recognised teaching qualification (e.g. PGCE);
- Hold a Level 7 Qualification in SpLD and a current APC
- Experience of Special Educational Needs within secondary education
- Good IT skills;
- The ability to work with a range of students at all levels;

Personal qualities

The successful person will have:

- A (very) good sense of humour;
- Good inter-personal skills;
- An ability to work very hard; resilience;
- Enthusiasm that inspires others;
- Excellent communication skills;
- Positivity and perseverance.

Remuneration

Box Hill School has its own pay scale above the national scales and we will pay a salary commensurate with the experience of the applicant.

The Application Process

- A letter of application, no longer than two sides of A4 in length, should be addressed to the Headmaster, Mr Cory Lowde, at Box Hill School, Mickleham, Dorking, Surrey, RH5 6EA.
- Included with the letter of application, all applicants will be required to complete Box Hill's **Application Form** containing questions about their employment history and their suitability for the role, along with the Equal Opportunities Form. Incomplete Application Forms will be returned to the applicant where the deadline for completed Application Forms has not passed. A Curriculum Vitae will not be accepted in place of the completed Application Form, but can be sent to support the application. (Applications should be submitted electronically to Maggie Lawrence, at [maggie.lawrence@boxhillschool.com] with a hard copy sent by post.). Names and addresses of three referees should also be supplied.
- The deadline for submission of applications is: **Monday 2 October 2017 by 9am**
- The interview, if selected, will involve a tour of the school, an interview with the Headmaster and Academic Deputy Head. The current SENCO will outline any teaching sessions she would like you to take.