

## **SENDCO/Learning Support Coordinator**

**Role Reports to:** Deputy headteacher

### **PURPOSE OF THE POST**

The *SENDCO* promotes St. Constantine's International School's tradition for valuing and promoting all students, particularly, in this case, students with special educational needs and disabilities. A key feature of this position is that it also encompasses students for whom English is an additional Language (EAL students). The *SENDCO* will be responsible for all of the below in the context of both students with special educational needs and disabilities, as well as those who need additional English language intervention. He/she liaises closely with members of the SLT (Heads of Primary and Secondary in particular), the school counsellor and the Assistant Heads in charge of the various key stages.

### **DUTIES AND RESPONSIBILITIES**

When possible, the *SENDCO* will have a modest reduction in teaching load. In addition to the duties detailed in the standard teacher's job description, the *SENDCO* will have the following duties and responsibilities:

#### Lead, develop and oversee the Primary School's SEN and EAL provision

- Develop the School's commitment to providing a supportive environment for students with SEN and EAL.
- Put provision in place to ensure that progress of pupils with SEN improves in line with those without SEN.
- Support all staff and their departments in understanding the needs of SEN and EAL pupils.
- Critically analyse the school's SEN and EAL provision with a view to developing provision most appropriate to student need.
- Advise the *Deputy Headteacher* on any SEN and EAL issues within the school, including future staffing requirements and necessary departmental expenditure.
- In collaboration with the *Assistant Heads (KS2/KS3)*, keep track of students who leave the Primary School with SEN or EAL concerns and provide advice to staff, students and parents as necessary in order to support the transition.
- In conjunction with the *Deputy Headteacher*, set the timetable for teacher support of students with SEN and EAL.
- Convene and chair pupil review meetings as appropriate.
- Exercise a key role in advising the *Deputy Headteacher* and *School Board* on the strategic development of SEN and EAL policy and provision.
- Develop and deliver a programme of PD for Teaching Assistants in relation to SEN and EAL.
- Create and update LS policies and documentation.
- Work effectively with the other members of the LS department.
- Take responsibility for the progress of students.
- Organise the LS classrooms and learning resources and create displays to encourage a positive learning environment.
- Support teachers to plan, prepare and present lessons that cater for the needs of the whole ability range within their class.
- Meet the school's requirements for the assessment and recording of pupils' development.
- Provide feedback to parents and carers on a pupil's progress at parents' evenings and other meetings.
- Keep up to date with international and local changes and developments in EAL and SEND.
- Work with parents to maximise their involvement in the school and the development of resources for the school.
- Liaise with other professionals such as education welfare officers and educational psychologists, as required.
- Participate in the admissions process if needed.
- Prepare and deliver lessons to a range of classes of different ages and abilities.
- Mark work, giving appropriate feedback and maintaining records of pupils' progress and development.
- Research new topic areas, maintain up-to-date subject knowledge, and devise and write new curriculum materials.
- Select and use a range of different learning resources and equipment, including

podcasts and interactive whiteboards.

- Undertake pastoral duties, such as taking on the role of form tutor, and support pupils on an individual basis through academic or personal difficulties.
- Prepare pupils for qualifications and external examinations, if possible and appropriate.
- Manage pupil behaviour in the classroom and on school premises, and applying appropriate and effective measures in cases of misbehaviour.
- Supervise and support the work of teaching assistants, trainee teachers and newly qualified teachers (NQTs).
- Participate in departmental meetings, parents' evenings and whole school training events.
- Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
- Undertake such other duties as may be reasonably required.

#### Management and Administration

- Support the identification of children with special educational needs.
- Co-ordinate provision for children with SEN.
- Liaise with parents of children with SEN.
- Liaise with other providers, outside agencies, educational psychologists and external agencies.
- Keep abreast of all SEN and EAL initiatives via websites, INSETs etc; then disseminate this information to staff via PDs etc
- Coordinate all Annual Reviews of IPPs and other targets for SEN and EAL students
- Monitor progress towards targets of pupils with SEN or EAL.
- Analyse and interpret relevant school, local and national data.
- Collect and interpret relevant assessment data to inform practice.
- Liaise with colleagues to ensure that adequate arrangements are in place for SEND / EAL students during all assessment weeks and exam sessions
- Ensure that formal access arrangements for all external examinations are applied for in good time for all students who need them, and that arrangements are in place for these students during the exams
- Ensure that the school keeps accurate, updated records of all pupils on the SEND register.

#### Supporting all teachers and TAs in bridging barriers to learning through:

- Assessment of individual needs
- Monitoring of teaching quality and pupil achievement in the SEN / EAL context
- Target setting (e.g. via IPPs) and sharing these with all relevant staff
- Keeping accurate records
- Guiding teachers on how to deliver lessons grounded in the principles of QFT (Quality First Teaching) and ensuring all staff are aware that we are all part of the SEND department.

The SENDCO will also be expected to fulfil any additional responsibilities not listed in this Job Description, which the school management consider to be reasonable for a SENDCO to fulfil. This includes, but is not necessarily limited to, any duty which is often found in standard SENDCO job descriptions.

#### **Experience:**

- Minimum 2 years of teaching essential.
- Experience of the English curriculum desirable.
- Experience of Curriculum Development desirable.
- Experience of EAL desirable.
- Experience of SEND desirable.
- Fluency in English essential.

#### **Profile of desired qualities, competencies and experiences:**

- Very good classroom practitioner.
- Knowledgeable.
- Life-long learner.
- Enthusiastic and hard-working (willing to go the extra mile when required).
- Models good practice in line with school philosophy.
- Maintains confidentiality and demonstrates integrity.
- Excellent planner.

- Flexible.
- Creative thinker.
- Problem solver.
- Ability to plan strategically for future school improvement.
- Proficient in the use of ICT.
- Excellent organisational and time management skills.
- Very good communicator.
- Strong interpersonal skills.
- Open and approachable.
- Team-player.
- Committed to open, continuous and constructive dialogue with staff and parents.
- Firm but fair.
- Interested in local cultures and traditions.
- Internationally minded.
- Enthusiastic
- Motivated.
- Patient.
- 'Big picture' thinking.
- Committed.
- Culturally sensitive