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| **Job Title:** | **Head of Learning Support / SENCO** |
| **Reporting to:** | **Senior Deputy Head** |

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| **Job Purpose** |
| The Head of Learning Support / Special Educational Needs Co-ordinator (SENCO) will be responsible for ensuring that SEND provision within the College is effectively managed and that the College meets the legal requirements of the SEND Code of Practice. |

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| **Main Duties and Responsibilities** |
| **Managerial Role**   * Ensure that the legal requirements of the SEND Code of Practice are met * Oversee and manage the provision for SEND students across the curriculum * Lead on the development of SEND provision across the School * Be accountable for the attainment, achievement and progress of students with SEND * Maintain the SEND Register & Monitoring Register * Manage & lead the Learning Support Department * Undertake duties of Head of Department as set out in the attached document:   *‘The Role of the Head of Department’*  **Line Management**   * Manage the team of Assistant SENCOs, Specialist Teachers and Teaching Assistants within the Learning Support Department in the Senior School   **Teaching Role**   * Provide high quality teaching to small groups of SEND students across Key Stages 3 & 4   **Examinations**   * Ensure access arrangements are in place for students undertaking internal and public examinations * Process Access Arrangements Online applications in accordance with JCQ regulations   **Monitoring and Review**   * Regularly review and record progress of SEND students * Provide regular information to the Headmaster and SEND Governor regarding SEND provision * As part of an annual review, undertake a review of the College’s SEND provision.   **Liaison Role:**   * Liaise closely with parents, carers, teaching staff and outside agencies to ensure a high quality and appropriate service is provided for each student with SEND * Ensure that SEND Information sheets are devised for each student on the SEND Register and disseminated to all relevant teaching staff   **Staff Development Role**   * Lead in the continuous professional development of staff in relation to SEND * Annual appraisal of SEND Teachers and Teaching Assistants within the department   **Other Duties**  Undertake any additional duties as may be reasonably delegated by the Headmaster, or SLT |