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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 |