



# SPECIAL EDUCATIONAL NEEDS COORDINATOR

**School:** Primary

**Location:** West Bay and Al Waab Campuses

**Contract:** Rolling fixed-term contract

**Working Hours:** Full-time, 7.00am until 2.00pm, Sunday to Thursday

**Closing date:** 2 January 2018

To apply for this vacancy, please complete an application form, available at [www.dohacollege.com/recruitment](http://www.dohacollege.com/recruitment). CVs will not be accepted.

If you have any queries about working for Doha College, please contact [recruitment@dohacollege.com](mailto:recruitment@dohacollege.com)

## JOB DESCRIPTION

### Primary Objective of Role

The primary purpose of the Special Educational Needs Coordinator (SENDCO) is to lead on supporting students with special educational needs (SENDD) in the Primary School and to work with the Primary Leadership team, Teachers and Teaching Assistants to ensure that SENDD pupils are supported and encouraged to realise their potential.

### Accountability and Responsibilities

#### Main Duties

- Put provision in place to ensure that the progress of pupils with SEND improves
- Support Primary Leadership, Teachers and Learning Support Assistants to develop an understanding of the needs of SENDD pupils
- Monitor and evaluate the effectiveness of SEND provision
- Track children's progress and set targets for raising achievement for children with a SEND
- Ensure up to date and accurate records are kept of all interventions/involvement for individual children
- Work with staff, parents and external agencies to ensure that SEND pupils receive maximum levels of support



## Teaching and Learning

- Identify and adopt the most effective teaching approaches for SEND pupils
- Promote Inclusion best practice and contribute to the aims and ethos of the school
- In conjunction with the Primary Leadership team monitor teaching and learning, to ensure they meet the needs of children with SEND
- Model outstanding inclusive teaching and learning to colleagues as appropriate
- Evaluate the impact of inclusive teaching and support staff to improve practice
- Ensure all staff are kept up to date with teaching and learning strategies that promote effective inclusive practice

## Assessment and Recording

- Develop a framework for evaluating the impact of SEND interventions
- Conduct an annual SEND audit to identify pupils who may require support and to assess whether students have progressed
- Advise on setting targets for raising attainment for pupils with SEND
- Work alongside teachers to identify appropriate support for children
- Work alongside colleagues to develop appropriate schemes of work and individualised programmes for children with SEND
- Interpret and analyse the results of assessments for children with SEND
- Support teaching staff to track children's progress

## Other

- Support and develop colleagues in relation to SEND through advice, guidance and organisation of training
- Secure, allocate and monitor a resource budget to ensure effective curriculum access for all children with a SEND
- Keep up to date with knowledge of SEND initiatives and how they may impact upon policy and practice
- Undertake professional development activities to increase own effectiveness
- Develop a support network and liaise with external agencies as appropriate
- Liaise with parents of children with SEND
- Update and review all policies related to SEND
- Create a well-resourced and welcoming SEND base

# PERSON SPECIFICATION

## Key Requirements

### Qualifications

- Qualified teacher status
- G.C.S.E Grade C or above (or equivalent) in English and Maths

### Experience

- Experience of working with Primary children and wanting the very best outcomes for them
- Experience of working with children with a wide range of SEND
- Have experience of working successfully in a team
- Have experience of training teachers and/or introducing SEND initiatives
- Have experience of working alongside teachers in the development of teaching and learning
- Have experience of setting targets and monitoring, evaluating and recording progress

### **Skills, Knowledge and Abilities**

- An excellent understanding of statutory legislation concerning Safeguarding including Child Protection, Equal Opportunities, Health and Safety, DES and SEND
- An understanding of the effective teaching and learning styles for SEND pupils and how to implement them
- An ability to establish an effective rapport with children
- An ability to use ICT effectively
- Able to promote the school's aims positively, and use effective strategies to enhance motivation and morale
- Ability to establish and develop a sound professional relationship with children, parents/carers and colleagues
- Demonstrable excellent classroom skills
- Highly organised
- Ability to manage the coordination of support for children with SEND
- Ability to make consistent judgements based on careful analysis of available evidence
- Good presentation skills and able to communicate effectively to a variety of audiences
- Experience of developing SEND policies
- Good at influencing and negotiating with others
- An ability to address challenging issues with clarity of purpose and diplomacy
- Knowledgeable and highly competent
- Approachable and empathetic
- Open minded and positive
- Clear sighted and determined
- Committed and resilient