

Kenton College Preparatory School

Headteacher: **Sally Weston**, M (Prof), MSc, BSc (Hons)



HEAD OF LEARNING SUPPORT (SPECIAL EDUCATION NEEDS COORDINATOR SENCO)

The SENCO is responsible to the Deputy Head Academic, Head of Juniors and the Headteacher.

Duties and responsibilities include the following:

1. Heading the Learning Support Department in a team where the role is to develop and support a pupil's educational learning programme wherever a need is encountered.
2. Support to be coordinated through an Individual Education Plan written by SENCO, and the team as appropriate, shared with pupils and parents.
3. Responsibility for gathering information and for coordinating provision whilst liaising with Heads of Department and each pupil's class, form and subject teachers.
4. Conduct early screening assessments.
5. To timetable support either in Learning Support or within class and review this support regularly.
6. To liaise with the Deputy Head Organisation on needs for Learning Support pupils when timetabling.
7. In conjunction with the Deputy Head Academic and Head of Juniors, directing, focusing and timetabling of the Learning Support staff.
8. Ensuring an appropriate system for Assessment and Recording of Learning Support pupils.
9. Ensure all staff are aware of individual Learning Support pupil needs, including through the use of the Learning Support Google Classroom or similar on-line platform (iSAMS).
10. In conjunction with the Deputy Head Academic and Head of Juniors, ensure teaching staff are suitably addressing and differentiating for the needs of Learning Support pupils.
11. To monitor and moderate Learning Support pupils work.
12. To keep a record of all Learning Support pupils within the Learning Support Department and monitoring them from the moment their needs were first raised until they either leave the school or are taken off the register.
13. To decide in conjunction with the Deputy Head Academic and Head of Juniors whether children should be removed or added to Learning Support after advice from subject/form/Learning Support teachers.
14. All paperwork from meetings and concerns raised is to be recorded, collated and filed in the Learning Support Department as well as in the pupil's file.
15. To liaise with the Deputy Head Academic on the needs of the Learning Support pupils when setting exams or other schedules, providing clear communication with parents.
16. Attend all Pupil Support Meetings giving input or follow up as necessary.
17. Attend all Parents' Consultations as appropriate.
18. Attend departmental or junior curriculum planning meetings, as appropriate, to represent the needs of Learning Support pupils.
19. Reporting to parents through written reports and meetings, and on other occasions deemed necessary.
20. As and when necessary organise 'Team Around The Child' meetings relating to individual pupils on the Learning Support.

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21. Liaise and develop links with outside agencies and assessors.
22. Attend HoD and other directed meetings and also attend IAPS / KAIS curriculum meetings.
23. Lead departmental, whole school, parental or inter school training as appropriate.
24. Writing and updating of the SEND Policy.
25. Annual Departmental Development Plan and Review.
26. Developing the use of ICT in Learning Support where appropriate, including use of new technologies in line with best practice.
27. Departmental budget ordering through the Finance Manager and Procurement.
28. To help at various whole school weekend and after school events and activities.

This job description is not a comprehensive statement of procedures and tasks but sets out the main duties and responsibilities of the job and the expectations of the school in relation to the post holder's professional responsibilities and duties.

However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.