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**SENCO**

**From January 2018**

Hazelwood is a flourishing non-selective, independent co-educational Prep School for boys and girls between the ages of 4 and 13 years of age with a linked Nursery and Early Years site catering for children from 3 months to 4 years. The school is fast approaching 600 strong across both sites. Its pupils enjoy some amazing facilities including the new Baily Building which opened in September 2016. The Prep School is set within 25 acres of countryside with far reaching views towards the Ashdown Forest and the South Downs beyond. The nearest town, Oxted, is less than one mile away and has excellent mainline rail links into London. The M25 and Gatwick Airport are also easily accessible. Further details about the school can be found on the [www.hazelwoodschool.co.uk](http://www.hazelwoodschool.co.uk)

**SENCO**

Required from January 2018, we are looking for an individual who is passionate about children’s learning and their own learning. We are looking for a dynamic and innovative individual to work with an enthusiastic team of teachers and support staff.

You will be an outstanding SEN Manager and experienced practitioner with proven exceptional administration and communication skills and regulatory knowledge.

**Job Description for SENCO**

**Teaching and learning**

* Identify and adopt the most effective teaching approaches for pupils with SEND
* Monitor teaching and learning activities to meet the needs of pupils with SEND
* Identify and teach study skills that will develop pupils' ability to work independently
* Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
* To ensure all resources are well maintained and updated regularly within the constraints of the school budget.

**Recording and assessment**

* Set targets for raising achievement among pupils with SEND
* Collect and interpret specialist assessment data
* Set up systems for identifying, assessing and reviewing SEND
* Update the Head and governing body on the effectiveness of provision for pupils with SEND
* Develop understanding of learning needs and the importance of raising achievement amongst pupils
* Attend consultation evenings and keep parents informed in a timely manner, about their child's progress

**Leadership**

* Be aware of the school’s regulatory responsibilities and share these with SLT, Staff and Governors
* Responsible for the strategic development of all aspects of learning support
* Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND
* Provide training opportunities for learning support assistants and other teachers to learn about SEND
* Disseminate good practice in SEND across the school
* Identify resources needed to meet the needs of pupils with SEND and advise the Head of priorities for expenditure
* Be responsible for leading and managing the Learning Support Team
* Adopt an integrated working approach with other agencies to meet outcomes for identified pupils.
* Ensure that parents are fully informed about the way in which The Learning Support Department operates. Ensure that parents are dealt with in a professional and timely manner by all members of your team.
* To monitor the wellbeing of the staff within your team.
* To carry out the Performance Management of the staff within the SEND Department.

**Standards and quality assurance**

* Support the aims and ethos of the school
* Keep abreast of and apply procedures regarding the safeguarding of children
* Set a good example in terms of dress, punctuality and attendance
* Attend and participate in open evenings and other school activities
* Uphold the school's behaviour for learning system
* Participate in staff training
* Attend team and staff meetings
* To attend IAPS district meetings, conferences and courses as appropriate. To attend relevant INSET training and to ensure that other members of The Lower School also access relevant training.
* Carry out Performance Management cycles with the other members of the department.
* To read widely to ensure that you maintain excellent current knowledge of curriculum and regulatory developments which impact upon the provision of learning support.
* Develop links with governors, LAs and neighbouring schools
* To contribute to the annual School Improvement Plan and the School’s 5 Year Development Plan.

**Other duties and responsibilities**

* To undertake an aspect of extracurricular activity.
* Other duties that the head may, from time to time, ask the post-holder to perform.

The school has a comprehensive staff handbook. Every member of staff must read the staff handbook and follow the practices, policies and procedures laid out in the document.