

SEN COORIDNATOR JOB DESCRIPTION

Job Title:	SEN Coordinator
Line Manager:	Director of Studies

Purpose of Job

- Provide support and guidance to pupils and those engaged with them, by removing barriers to learning in order to promote effective participation, raise aspirations and achieve full potential
- Oversight of systems and procedures to ensure an appropriate referral, observation and intervention process is consistently adhered to

Duties and Responsibilities

Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in pupil progress
- Actively support the vision, ethos, culture and policies of the school
- Inspire and motivate pupils, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of pupils and young people

Enhancing learning opportunities for pupils

- Provide support and guidance to pupils to enhance development and remove barriers to learning in order to promote effective participation, enhance self-esteem, raise aspirations and enable them to achieve their full potential
- Plan and provide interventions for pupils both in 1:1 and small groups sessions
- Provide opportunities for able pupils to work at higher cognitive levels, to develop specific skills and talents as well as coordinating pastoral support for them both socially and intellectually
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Establish and maintain a framework for Individualised Education Programmes (IEPs) to actively support class teachers in effective teaching delivery and keeping parents informed of progress
- Identify pupils who have special *requirements* such as visual, speaking or learning difficulties and qualify for examination access arrangements

Recording and assessment

- Set targets for raising achievement among pupils with SEN
- Collect and interpret assessment data for pupils with SEN and provide analysis data on their progress and attainment
- Establish systems for identifying, assessing and reviewing pupil progress
- Inform the Director of Studies and Heads of School on the effectiveness of provision for pupils

Communication

- Ensure all staff members recognise and fulfil their responsibilities to pupils with SEN
- Work closely with subject teachers in identifying pupils who have special requirements such as visual, speaking or learning difficulties and qualify for examination access arrangements
- Establish the Inclusion Department and disseminate good practice across the school
- Support parents in understanding and dealing with their child's needs and behaviours
- Be a point of contact for vulnerable pupils and their parents and provide emotional wellbeing support
- Provide training opportunities for Teaching Assistants and other teachers to learn about SEN
- Identify resources needed to meet the needs of pupils with SEN and advise the Director of Studies of priorities for expenditure
- Attend consultation evenings as required and keep parents informed about their child's progress in regard to their development
- Meet regularly with the designated line manager to undertake caseload supervision and report on progress of identified pupils
- Attend and participate in network meetings with other professionals to enhance practice

Collegiality

- Actively establish good relations with parents and other visitors to the school
- Ensure that staff commit to supporting the Inclusion team by establishing and maintaining effective working relationships
- Ensure pupils feel they are supported through showing empathy and understanding and lending direction and motivation
- Maintain a teaching load appropriate to the position, including participation in extra-curricular activities as appropriate, and as agreed with the Director of Studies
- Take a fair and appropriate share of duties
- Attend House activities as well as Expeditions as required

Other Responsibilities

- Undertake other reasonable duties as requested by the Director of Studies and any duties that the Head Master deems necessary for the effective operation of the school
- Comply with and assist the Director of Studies and Heads of School in the development of policies and procedures relating to SEN, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.

Requirements

Education, training and qualifications

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS (or equivalent)
- Working knowledge of the National Curriculum of England including EYFS, KS1, KS2, KS3, IGCSE/GCSE and A Levels as appropriate
- Evidence of relevant and challenging continuing professional development
- A qualification relevant to SEN

Knowledge and experience

- Minimum three years' experience working in a school environment
- Knowledge and experience of how to use IT effectively in promoting pupil learning
- Recent and consistent involvement in extracurricular activities
- Previous experience or knowledge of working with pupils for whom English is not their first language
- Previous experience or knowledge of working with pupils with additional needs in a leadership role

Personal qualities

- Have the ability and willingness to inspire others; leading by example, role modelling the school's vision statement: Educational Excellence for Life and Leadership
- Be a role model for the Harrow Staff Code of Conduct
- Be flexible and capable of managing change and instilling high standards
- Be highly motivated, ambitious and collaborative and willing to take the initiative
- Have high levels of honesty and integrity in aspects of their role
- Demonstrate empathy, humility and genuine care about staff and pupils, taking time to support, guide and motivate them
- Be able to think strategically and drive improvements in pupil welfare and their wider learning experiences
- Have excellent organisational, communication and interpersonal skills

Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with pupils

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

Harrow is committed to the safety and protection of children.

All employees are expected to comply with our School Child Protection and Safeguarding Policy.

Educational Excellence *for* Life and Leadership

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