
Job Description

Job Title: SENCO teacher with aspirations for department leadership

Reporting to: Headteacher

Hours – This role is full-time role, however, it could be a part-time position for the right candidate

Salary & Remuneration – Competitive salary

The School

Set in the idyllic Cotswolds, Kitebrook provides an outstanding all-round co-educational education. Children are allowed to develop at their own pace in a happy and supportive environment that inspires self-confidence and a sense of independence.

Purpose of the Position

To take responsibility as SENCO for Kitebrook's provision of Learning Support across all three sections of the school, ensuring effective learning support provision is continued and all relevant paperwork is completed thoroughly and efficiently. The postholder will work closely with SLT and all teaching staff to ensure the learning needs of pupils are being met and that inclusion continues to sit comfortably alongside aspiration and excellence.

The achievement of pupils with SEND or Additional Learning Needs (ALN) will require close monitoring and intervention as required. Working with the families of particular pupils is key, as will the implementation, coordination, and organisation of exam access arrangements.

The newly appointed postholder will work collaboratively with the Assistant Head (Academic), Heads of Section, and Heads of Department to develop a strategic overview for the provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision provided.

They will create and monitor the Learning Support Development plan, particularly with respect to provision for pupils with SEND together with emphasis on the support provided through provision mapping and planning, lead and manage SEND in accordance with the SEND Code of Practice.

Working closely with the Head you will ensure that the SEND policy is put into practice and that the objectives of this policy are reflected in the model operating within the school.

When requested you will provide professional guidance to colleagues, working closely with staff, parents, and external agencies utilising data to create a provision plan for each child delivered and reviewed by the class teacher that meets the pupil's individual needs.

Responsibilities & Duties

The duties outlined in this job description may be modified by the Head, with your agreement, to reflect or anticipate changes in the job.

The post holder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below, but not limited to:

Teaching and learning

Oversee screening and assessment procedures; collect and interpret, and communicate, appropriate specialist assessment data to inform practice.

Continue to work with all staff involved in pupil's learning and development to ensure effective ways of bridging barriers to learning through:

- carrying out holistic and thorough needs assessments;
- monitoring teaching quality and pupil achievement;
- target setting;
- ensuring support strategies that are disseminated to the relevant staff are appropriate and up to date; using data in a meaningful way to track progress and also identify areas of potential need.

Work with SLT, LSAs, teaching staff, Heads of Section and Heads of Department to ensure all pupils' learning is of equal importance and that there are realistic expectations of pupils.

Consider the range of teaching strategies and resources that could be utilised for specific pupils and ensure the most effective are employed through the creation of a pupil-focused provision plan.

Support the identification and dissemination of the most effective teaching approaches for SEND pupils and those with ALN.

Undertake day-to-day coordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.

In liaison with SLT, undertake a regular review of diagnostic tools and procedures used for key assessments.

Work collaboratively with SLT to monitor and evaluate the success of the school's systems for identifying and meeting SEN pupils' needs.

Support the Assistant Head (Academic) to ensure exam access arrangements are in place for all internal assessments as well as public exams.

SENCO support to staff

Provide professional guidance to staff to secure good teaching for SEND pupils/those with ALN, through the creation of provision plans.

Support the Assistant Head (Academic) with exam access arrangements and ensure all files are ready for inspection purposes.

Lead on the department timetable across all three sections of the school, ensuring the most effective deployment of the LSA team.

Communications

Maintain the excellent relationships that exist amongst the Learning Support department – between staff and pupils.

Work closely with the admissions and marketing manager to ensure seamless admission into the school for those pupils who have needs that can be met in both the short and longer term.

Ensure communication of individual pupil assessments, effective teaching strategies, and pupil progress to all appropriate staff and parents as required using a pupil-focused provision plan.

Create a two-way dialogue with school staff to ensure those with known SEND and ALN, and those with possible learning needs, are best supported.

Establish and maintain a productive dialogue with parents via parent consultations, open events, and other public occasions as directed.

Act as a point of reference/contact point with regards to national regulations on arrangements for pupils in external tests and public examinations, ensuring that the requisite information is passed on to the Examinations Officer so that the appropriate access arrangements are in place.

Liaise with SLT SENCO's and relevant staff in feeder/receiving schools to ensure the best interests of pupils are protected at key transition points.

Work closely with and maintain a directory of appropriate 'specialists' and outside agencies, able to provide local support, and liaise with these agencies effectively as appropriate.

Training and Development of self and others

Advise on and contribute to the professional development of staff, including whole school INSET provision.

Public Relations

To be readily and enthusiastically available to Parents, displaying approachability and professionalism at all times.

Other

- To comply with, and adhere to, agreed whole school policies, as set out in the Staff Handbook.
- To assist pupils with the preparation of examinations
- Liaise effectively with other staff when planning and running events
- Liaising effectively with other departments.
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Take part in marketing and liaison activities such as Open Days
- Provide cover work in the event of staff absence
- Supervise children during breaks

Work Environment

The post holder will join a vibrant team offering a diverse skill set. A Chromebook is issued upon appointment to enable all duties to be fulfilled efficiently using the Google Platform, and protected time will be allocated on the timetable to ensure the successful completion of all aspects of the role. Meals are included during the day.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person's specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for an interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

- Calm, child-centered approach with the ability to recognise the individual needs of every pupil.

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- Motivated, with high levels of initiative.
 - Organised and rigorous approach to work.
 - A positive attitude and growth mindset is essential.
 - Strong interpersonal skills; empathetic and flexible team player.
 - Show an understanding of neurodiversity.
 - Desire to learn and to continually improve practice.

Kitebrook Preparatory School is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment would be subject to: references satisfactory to the Prep Schools Trust; enhanced Disclosure and Barring Service Check; proof of right to work/ live in the UK, and evidence of stated qualifications.