

LOCATION	Nord Anglia International School Al Khor (NAISAK)	
JOB TITLE	Primary SEN Coordinator	
JOB PURPOSE	<p>The role of the SEN Coordinator is:</p> <ul style="list-style-type: none"> • Promote the inclusion and acceptance of all students • Oversee the day-to-day operation of the school's SEN policy • Coordinate provision for all students with SEN • Establish and maintain effective lines of communication with Heads and Deputy Heads of school, Year Leaders, HoDs, subject teachers, and class teachers 	
REPORTING TO	Deputy Head of Primary	
OTHER KEY RELATIONSHIPS	Leadership Team, HoSs, NAISAK Community	
KEY RESULT AREA		MEASURES OF PERFORMANCE
<p>The SEN Coordinator at NAISAK promotes and embodies <i>The CORE 7 Leadership Capabilities</i>. As such, the SEN Coordinator has a mission to:</p>		
<p>1. Accountable – The SEN Coordinator establishes a high performing culture and accepts accountability for organisational performance.</p> <ul style="list-style-type: none"> ▪ Promote a safe and purposeful working environment for all ▪ Assess the needs of newly arrived EAL/SEN students and liaise with the <u>relevant members of staff</u> regarding the placement of students ▪ Establish procedures for referrals and oversee the implementation of IEP cycles ▪ Provide support, individual and group interventions for identified groups of students. ▪ Evaluate and assess existing schemes of work. Build up collections of teaching resources and disseminate them to staff appropriately ▪ Update SEN registers on a termly basis ▪ Reflect on progress tracking to make necessary adjustments to enhance progress and attainment ▪ Make use of formative and summative assessments to plan challenging learning opportunities for students ▪ Track and record student progress against their Individual Education Plans (IEP) targets ▪ Prepare, maintain and use resources required to meet the lesson plans/relevant learning activity ▪ Maintain high levels of behaviour and discipline when working with individuals and groups of students ▪ Support all school policies and procedures ▪ Meet personal Performance targets ▪ Maintain confidentiality inside and outside the workplace ▪ Promote and adhere to Nord Anglia Education's vision and values 		Performance Review lesson Observations

<ul style="list-style-type: none"> ▪ Strategic – The SEN Coordinator leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction. ▪ Develop the school's SEN and EAL policies ▪ Complete Priority Action Plans for the SEN department and targets linked to school improvement. ▪ Target resources including the deployment of SEN Facilitators and EAL Specialists, the organisation and design of interventions ▪ Provide clear structures for lessons maintaining pace, motivation and challenge ▪ Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. ▪ Be aware of the school's Improvement Plan and promote the learning priorities identified on the document ▪ Support the school's vision within the classroom ▪ Use a variety of teaching methods to improve student outcomes and experiences ▪ Operate at all times within the stated policies and practices of the school 	<p>lesson observations</p> <p>All policies are carefully adhered to</p> <p>Quality of support offered/delivery</p>
<ul style="list-style-type: none"> ▪ Collaborative – The SEN Coordinator works collaboratively with others to achieve organisational outcomes. ▪ Lead the direct support for target EAL/SEN students, working in partnership with class teachers and SEN staff ▪ Provide guidance to staff on in-class strategies to support EAL/SEN students ▪ Ensure that all staff are aware of the specific needs of all EAL/SEN students in the school and that the database is updated termly ▪ Liaise with educational specialists, psychologists and therapists ▪ Liaise and organise meetings with class teachers and parents ▪ Develop and implement Individual Education Plans (IEP) in collaboration with CT and SEN staff ▪ keep parents fully informed of their child's specific needs, progress and attainment ▪ Advise the Principal and Heads of Schools on the selection of SEN staff ▪ Know and understand the different roles and responsibilities of the team members in the school ▪ Support and develop small group activities as agreed with the SENCo ▪ Enable collaboration by providing opportunities for students to work collaboratively ▪ Provide feedback to teachers following learning support of individual and groups of students ▪ Work collaboratively with the SEN department team to create a stimulating environment that celebrates student achievements and supports learning 	<p>lesson observations</p> <p>Feedback from IEPs</p>

<p>2. Entrepreneurial – The SEN Coordinator creates organisational value for diverse stakeholders and achieves commercial success.</p> <ul style="list-style-type: none"> ▪ Act as an ambassador for the organisation within the local community and beyond ▪ Share and contribute ideas within the school and through NAU ▪ Contribute ideas that will increase the revenue of the school e.g. Admissions process 	<p>Supporting the school both within and in the wider community</p>
<p>3. Enabling – The SEN Coordinator drives excellence through valuing and developing others.</p> <ul style="list-style-type: none"> ▪ Be a positive role model at all times ▪ Monitor and evaluate teaching and learning within the SEN department, in line with School policy ▪ Support staff in the SEN department to develop their teaching and learning strategies to meet the needs of students ▪ Share best practice with others in the team e.g. inviting observations, discussions during weekly meetings ▪ Differentiate work for pupils, ensuring that resources and materials reflect and support the linguistic diversity of pupils ▪ Through individual and group support, engage and motivate students to maximise learning ▪ Use a range of communication styles and channels ▪ Manage personal PMPD and CPD opportunities ▪ Establish positive relationships with students and teachers 	<p>Ability to manage yourself in difficult and demanding situations Outcome from support offered</p>
<p>4. Agile – The SEN Coordinator achieves personal and organisational success within a changing, dynamic and complex environment.</p> <ul style="list-style-type: none"> ▪ Support the adaptation of intervention programmes working with colleagues to develop appropriate resources ▪ Prioritise tasks to ensure deadlines are met ▪ Act with a high degree of cultural sensitivity and respect diversity of the school community ▪ Demonstrate tolerance to change and acceptance of alternative views, being inclusive and respectful at all times ▪ Open to learning and seeking out new ideas and innovations that will benefit you, the students and the school 	<p>Deadlines are all met Manage yourself in difficult and demanding situations</p>
<p>5. Resilient – The SEN Coordinator demonstrates personal resilience within a demanding environment of high expectations.</p> <ul style="list-style-type: none"> ▪ Work well in a fast-paced environment with a relentless focus on improvement ▪ Work independently and as part of a team striving for improvement ▪ Be organised and meet deadlines 	<p>High expectations are all met Successful meeting of all PMPD targets</p>

<ul style="list-style-type: none"> ▪ Demonstrate enthusiasm for the school, promoting the goals of NAISAK and NAE ▪ Manage emotions and be aware of the impact of personal actions upon others ▪ Seek advice and feedback from Line Manager 	
Personal Development <ul style="list-style-type: none"> ▪ Continual development through the identification and implementation of your own Personal Development Plan 	Improved performance Performance appraisal Personal Development Plan
<ul style="list-style-type: none"> ▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation ▪ A commitment to safeguarding and promoting the welfare of all children. ▪ Willingness to undertake appropriate child protection training when required 	