



Job title:	SENCO
Salary and grade:	<i>MBIS Teachers Pay and Conditions</i>
School:	Maadi British International School
Line manager:	Head of Primary and Head of Secondary
Supervisory responsibility:	The postholder will be responsible for the supervision of the work of Learning Support Teachers/Assistants (LSAs) in the SEND team.

Main purpose of the job:

To support the school mission statement and aims:

'Maadi British International School provides children with the knowledge, skills and understanding that will empower them to be well-rounded, successful members of an ever changing, culturally diverse world community'

Duties and responsibilities

The role should support classroom teachers to:

- Understand and implement differentiated instruction specific to the learning strengths and needs of the diverse learners in their classroom.
- Develop and or implement teaching strategies for students' with different learning styles and work with shadow teachers and other classroom staff in employing a range of teaching methods including cooperative learning, peer tutoring, team teaching and individualized instruction.
- Be aware of the rights of students with educational support needs as well as gifted and talented students
- Locate/create/modify instructional material, equipment, or specialists support in a manner to that is consistent with each students needs and strengths.
- Where appropriate, modify curriculum content to help students overcome barriers to learning as well as develop individual skills and talents
- Consult with and develop partnership with parents/caregivers and colleagues
- Use appropriate forms of instruction and assessment for learners with special needs
- Adapt their instructional practices to the prior knowledge and beliefs of students
- Create an inclusive community that extends beyond the walls of the school
- Seek to enhance the self-esteem of all students
- Focus on increasing the students independence within the classroom and school community
- Developing the inclusion and EAL team, ensuring they all have a clear structure and framework to work within
- Perform any reasonable duties as requested by the Senior Leadership Team

Key Performance Indicators:

- Maintain a matrix/table of key educational support resources, their allocation and school support issues as applies to students with identified special educational needs.
- Assist the Principal in developing an annual SEND budget and development a plan as part of the SDP (to include: staffing, curriculum resources, specialized equipment and other ancillary items)
- Demonstrate competence with and effective application of available resources to support students.
- Health and Safety regulations are being adhered to Student Records
- Keep accurate records for students with special education needs and EAL
- Student information and data (including pastoral data) is accurate and available to other staff in the school.
- Paper-based information is filed in student files and shared with appropriate people.
- Develop and maintain an up-to date whole school Learning Support Register.
- Attend and run meetings as required, individual Education Plan (IEP) meetings, staff, parents and students are informed and supported, meet with parents, teachers and students as required, attend Staff and HOD Meetings
- Initiation of other student support programs in response to identified student needs.
- Develop transition plans, monitor implementation and provide need support for transitions of students with special education needs into the school
- Assist with assessment of students using a range of tools and discuss results with staff.

Communication

- Effective and timely liaison with outside agencies, ensuring that students, parents and teachers are kept informed of progress and any issues with the pastoral, social and academic development of students with special education needs.
- Communication with outside agencies, and being the point of contact with regard to students with special education needs.
- Provide regular support of teacher aids, working with students with special education needs who require this, within resourcing available
- Support recruitment (in consultation with the Principal) and arrange training for suitable teacher aides within budgetary constraints as agreed by the board.
- Maintain a working knowledge of current issues and best practice in special education.
- Provide and/or arrange for ongoing professional learning and development support for support staff and teachers of students with identified support need
- Support teaching and support staff in identification of child learning profiles and ensuring that curriculum materials consistent with learner needs are identified and purchased (within budgetary constraints) to support individual learning and reporting of progress.
- Provide reports as requested at the reasonable and timely request of the Principal or member of SLT.

Child Protection

- To be fully aware of and understanding the duties and responsibilities arising from the
 - Keeping Safe in Education document in relation to child protection and safeguarding children and young people as this applies to the worker's role within the school
 - To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role.
 - To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
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