



JOB DESCRIPTION

INDIVIDUAL NEEDS CO-ORDINATOR (INCO)

The INCO will be responsible for leading learning support across the school. The ideal candidate will be a qualified teacher with a further qualification such as the National Award for Special Educational Needs Co-ordination (NASCO) or equivalent Level 7 qualification. We will also consider candidates with suitable experience who are willing to obtain said qualification.

Successful candidates will be expected to:

- Be accountable for individual needs co-ordination throughout the whole school.
- Identify need and plan provision of support for PGHS pupils.
- Carry out in-house diagnostic testing for cognitive difficulties.
- Provide in-class support for specific pupils and support sessions (academic and /or pastoral) for specific pupils before, during lunch and after school.
- Engage in regular discussions with colleagues regarding pupil concerns and carry out observations of lessons as required.

- Recommend external consultants to parents, where necessary, and liaise with the external consultants and parents regarding the pupil.
- Maintain, track and update lists of 'Concern and Provision' and 'More Able Pupils'.
- Apply for Education, Health and Care plans as needed.
- Liaise with pupils, teaching staff, bursar, parents, other schools and the local authority over annual reviews, recommended provision and destination of girls when they leave PGHS.
- Liaise with SENCOs in other settings, where appropriate, to ensure continuity of provision of access arrangements when girls go on to their sixth forms or change schools.
- Keep up to date with SEND developments/legislation, including attendance at appropriate SEND INSET.
- Provide or arrange, as and when required, INSET for PGHS staff.
- Disseminate appropriate information to PGHS Staff.
- Review, amend and update the PGHS SEND policy.
- Provide data as requested for the annual January Census.
- Carry out administrative duties relating to access arrangements in examinations including liaising between Examinations Officer, staff, parents and external professionals to identify and provide appropriate access arrangements to individual girls and, to review provision as needed.

- Carry out administrative duties in connection with internal examinations to provide laptops and other provision, as needed, including supervising extra time sessions.

Successful candidates will have the ability to:

- Identify potential difficulties and to recommend solutions.
- Communicate clearly with a diverse audience.
- Work to deadlines.
- Carry out administrative duties efficiently employing excellent time management skills.
- Use Office packages such as Word, Excel and Outlook efficiently.
- When faced with a variety of challenges, maintain a positive and calm attitude whilst keeping a sense of perspective and humour.

March 2017