



## **SENCO**

**Reports to:** Head of Prep and Head of Preschool

The post to ensure that the Specific learning difficulties (SpLD) provision is provided in an efficient and effective manner across both the Preschool and the Prep School.

The SENCO will assume responsibility for the day to day operation of provision made by the school for pupils with SEN. The role will provide professional guidance in the area of SEN in order to secure appropriate provision for the pupils. There will be a requirement to respect the needs of confidentiality at all times when handling sensitive information. Candidates with Hong Kong experience is desirable.

### **Key Responsibilities**

- Delivering support lessons according to the specific educational needs of the pupils, at the times stipulated
- Arrange for assessment by Educational Psychologists where applicable
- Establish and maintain good working relationships with pupils and colleagues
- Ensure that teachers are informed of pupils individual needs and know how to support and take responsibility for those with specific learning difficulties (SpLD) in the classroom
- Maintain an open line of communication with parents of pupils identified SpLD and always investigate any concerns
- Conduct assessments for exam access arrangements
- Inform teaching staff of classroom support strategies
- Liaise with staff about exam access arrangements and ensure that all the documentation is kept up to date
- Maintain the Additional Learning Needs Register SpDL
- Monitor progress of pupils with SpLD that are not in extra lessons
- Record information onto management information system
- Review and update department handbook as required
- Maintain links with other professionals to keep knowledge updated
- Be proficient in the use of IT for supporting pupils
- Attending Parents' Evening to discuss pupils' progress with parents, if required
- Assisting with the writing IEPs that will target pupils' specific curricular needs

- Contribute to whole staff Inset, Induction and ensure a high profile for communication with staff
- Any other duties as required by the Head of campuses.

### **Health and Safety**

- Maintain a safe and positive teaching and learning environment. Complete relevant paperwork as directed.
- Teachers are required to take reasonable care for his/her own health and safety and abide by the School's Health & Safety policy.

### **Pastoral**

- Safeguard the well-being of the pupils in his/her charge.
- Encourage pupils to value themselves and others in the quality and nature of their learning.
- Set an example to all pupils by showing a personal attitude of co-operation, consideration and positive relationships with all members of the School.
- Meet with parents as required by the day to day educational, social and welfare needs of his/her pupils.
- Be familiar with the contents of all School Policies, especially Child Protection issues.

### **Professional Development**

- Participate in the School's Appraisal system as per the Staff Development Policy.
- Attend internal and external training courses and INSET as directed by the Senior Management Team, whenever other teaching commitments allow. Provide feedback to colleagues on courses attended.