

JOB DESCRIPTION

TITLE: SENCO/ Head of Learning Support – Senior School

DEPARTMENT: Senior School

RESPONSIBLE TO: Deputy Head Academic

As a SENCO/Head of Learning Support (Special Educational Needs Co-ordinator), you will have responsibility for supporting pupils, between the ages of 3 – 18, with additional learning needs across the School. You will need [the skills required of an outstanding teacher](https://www.totaljobs.com/careers-advice/job-profile/education-jobs/teacher-job-description) for this role, and will have a passion for education and in particular for those with specific learning needs to ensure all pupils can access the Wisbech Grammar School curriculum.

You will have significant previous experience in this field and may already hold a SENCO position / Head of Learning Support position.

You will need to work closely with the SENCO in our Prep School, (Magdalene house) to ensure an overall SEN provision for all eligible pupils at Wisbech Grammar School.

Wisbech Grammar School is committed to safeguarding and promoting the

welfare of children and young people and expects all its staff and volunteers to share this

commitment. The post holder must be willing to undergo child protection screening,

including reference checks with previous employers and a criminal record check with the

Disclosure and Barring Service (DBS)

Key Responsibilities:

* Teaching Pupils (1:1 &/or small groups) – literacy / learning support, study skills
* Advising staff and the Senior Management Team in the Senior School with regards to SEN pupils, including advice on lesson planning, resources etc
* Train and support subject staff on pedagogy in relation to SEND.
* Advising staff and the Senior Management Team of changes in SEN legislation and SEN research
* Attend staff meetings & briefings
* Promotion of SEN-friendly inclusive teaching & learning
* Maintain the School SEN & EAL register
* Maintain records/files for SEN Pupils, inc SEN records on SIMS & in main pupil files, via Pupil Services
* Complete relevant sections of JCQ & CIE Access Arrangements Form 8 and collect access arrangements evidence (as per JCQ & CIE regulations) for eligible WGS pupils
* Liaise with Exams Co-ordinator re pupils on the SEN & EAL registers
* Track, monitor and report on SEN Pupils at the school
* Undertake the administration of the EHCPs (Annual Reviews, targets etc) for eligible pupils and any applications for Statutory Assessments from Cambridgeshire / Norfolk and Lincolnshire as necessary
* Advise and collate SEND information for ISC and DFE census
* Liaison with outside agencies (CPs, ED Psych, OTs etc), arrange visits from visiting assessors, provide summaries of diagnostic reports for staff
* Management of and delegation of workload to Learning Support Assistants
* Liaison with the SENCO for Magdalene House
* Financial budgeting of resources for the department
* Ensure that the Health & Safety policy is adhered to within the department
* Support the review of the SEND Policy & Accessibility Policy as necessary in liaison with the MH SENCO
* Work with Marketing & Admissions re prospective pupils with SEN, attendance at the school and open days
* Communicating and liaison with parents of children with SEN including meetings, phone calls and at Parents’ Evenings
* Attend meetings with the SEN Governor
* Personal self-development to keep up to date with all SEN related matters
* Work alongside the Head of EAL as our international Strategy develops.

Person Specification

Essential:

The successful candidate will:

* Have excellent verbal and written skills and the ability to communicate effectively and succinctly at all levels
* Show keen attention to detail
* Be professional and well organised, be able to be flexible and work under pressure, both independently and within a small team
* Have the ability to show initiative, think creatively and understand the importance of being proactive in a busy workplace environment
* Be prepared to take on responsibility and be fully accountable
* Have the ability to see matters from a whole school perspective and consider issues objectively
* Have an understanding of the ethos of the Wisbech Grammar School Foundation
* Be an ambassador for the School
* Have a high degree of emotional intelligence
* Have a robust sense of humour

Preferred:

The successful candidate will have:

* A good Honours degree
* A teaching qualification
* Be An Associate Member of the BDA
* Evidence of relevant INSET and commitment to further professional development
* Diploma in SpLD
* Detailed knowledge of inclusive approaches for pupils with the full range of special educational needs
* Evidence of personal professional development and experience in suitable areas
* Knowledge, understanding of and experience in independent day or boarding schools

TERMS OF APPOINTMENT

Salary: Salary is according to the Wisbech Grammar School scale and will depend upon qualifications and experience. Children of staff receive a significant fee remission but will be required to sit the entrance exams before acceptance. Fee remission is subject to the discretion of the Board of Governors.

A Pension is available for Teaching Staff.

The position is subject to a twelve month probationary period.

Applications

Applications must be submitted on a Wisbech Grammar School application form with a covering letter (no longer than one side of A4) addressed to the Headmaster, Mr Chris Staley. Your application can be supported by a CV. Applications annotated “see attached cv” will not be considered. If you need to ask for more information, please email Paul Logan (Deputy Head Academic) [PGLogan@wisbechgrammar.com](mailto:PGLogan@wisbechgrammar.com)

Please e-mail your application to [HR@wisbechgrammar.com](mailto:HR@wisbechgrammar.com) or post your letter, and application form to:

Mrs Sue Simmons

Human Resources Manager

Wisbech Grammar School

47 North Brink

Wisbech

Cambridgeshire PE13 1JX

Closing date: Applications must be received by 9am 21 February 2020

Interviews will be held during week commencing 24 February 2020