



Job Title: SENCO (Special Educational Needs Coordinator)

Line Manager: Deputy Head (Academic)

ABOUT CLAREMONT SCHOOL

Claremont School is an independent, co-educational day and boarding school for 700 pupils from 3 months to 18 years old. The School operates over two sites. Claremont Preparatory School was founded in 1925 and is situated on the outskirts of St Leonards-on-Sea; this site includes the Nursery, Pre-Prep and Prep and occupies a 130 acre estate, with extensive playing fields and woodland. Pupils here range from 3 months to 13 years old. Claremont Senior School was founded in 2011 and is situated eight miles to the north of the Prep School in the village of Bodiam. This is a 12 acre site for pupils from 13 to 18 years old. Claremont also has two boarding houses; one in Battle and the other in St Leonards on Sea. Between the two houses there is capacity for 108 boarders.

Claremont School is part of the International Schools Partnership, who currently own 43 schools around the world.

Claremont School has been graded as 'Outstanding' in every category, in all three of its last Ofsted inspections.

MAIN PURPOSE OF JOB

- To provide strategic leadership of the provision for pupils with special educational needs (SEN) in order to ensure that these pupils make excellent progress in academic attainment.
- To lead improvement in 'soft' skills such as social communication, organisation and confidence in conjunction with the Senior Leadership Team and Teaching Staff.
- To lead, manage and effectively deploy support staff and resources
- To lead, monitor and evaluate the development of learning and teaching strategies for pupils.
- To ensure that staff are provided with relevant information about and advice on, training relating to the support of these pupils.
- To ensure that paperwork relating to SEN meets statutory requirements
- To develop and maintain appropriate relationships with parents and with relevant external organisations
- To take a full role within the school community including maintaining and modelling high professional standards

MAIN ACCOUNTABILITIES

- In collaboration with the Senior Leadership Team and Pastoral Team, develop the integration of the SEN policy within the everyday functioning of the school
- Deliver the schools' SEN policy
- To monitor and evaluate the quality of teaching in interventions
- Lead and manage a team of Individual Support Assistants (INAs), ensure that they are effectively deployed and that they submit weekly summaries of their work keep on file.
- Develop and maintain high standards of professional behaviour of the INAs.
- Ensure that the Senior Leadership Team is informed about current good practice and legislation relating to SEN and inclusion, and that policies and practices relating to SEN are up to date.
- Liaise effectively with staff to ensure high quality provision
- Lead on the development and implementation of inclusive practice and liaise with teachers, including delivering appropriate training when necessary.
- Maintain the accurate SEN register on Engage, Individual pupil SEN Profiles and SEN Exams spreadsheet to ensure that provision meets the needs of pupils and statutory provision at all times, including overseeing the identification and review of pupils with SEN.
- Ensure that Education and Health Care Plans (EHCPs) and other relevant documentation relating to pupils with SEN are regularly reviewed with pupils, parents and other agencies and recommendations made are implemented according to statutory guidelines

- To ensure that exam concessions for pupils with SEN are well documented, applied for in good time and implemented.
- Monitor, analyse and report on assessment information and examination results to ensure that SpLD pupils make excellent progress
- Lead and manage the transition of SpLD pupils from feeder schools.
- Maintain the SEN watchlist and database for Early Years and Pre-prep.
- Writing referrals to any external agencies as necessary, applying for funding where appropriate.

LIAISON

- Leadership Team and Management Committee
- Teaching Staff
- Learning Support Staff
- Admissions
- Pastoral Staff
- Subject Leaders
- Pupils
- Parents
- Local Education Authority representatives
- External agencies

MAIN DUTIES AND CORE ACCOUNTABILITIES

Learning and Teaching

- To plan and prepare lessons, teach pupils as assigned
- To teach consistently high quality lessons as highlighted in the Teaching Standards
- To assess, record and report on the progress and attainment of pupils
- To monitor (eg through observations) learning and teaching and lead appropriate intervention where required
- To apply specialist methods of teaching SpLD pupils and to participate in arrangements for further training
- To manage effective deployment INAs.
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to behaviour and expectation of meeting each pupil's needs
- To update professional knowledge and expertise as appropriate to keep up to date with developments in good practice for SpLD pupils
- To help prepare pupils for public examinations and to participate in all necessary routines associated with them, whether authorised by the school or the examination boards.

Recording and Assessment

- To monitor and evaluate pupil progress and provide assessment and feedback to pupils in line with whole school and department policy
- To organise and evaluate the tracking of pupil progress, in a variety of ways including observation and pupil and parent input, and use information to inform learning and teaching
- To provide or contribute oral or written assessments, reports and references as required for individual pupils.
- To meet regularly with key staff to monitor pupil progress throughout Early Years and Pre-Prep.

Leadership

- To support the development and implementation of the vision and strategic direction of the school reflecting its educational and moral aspirations and values
- To provide strategic leadership of provision for pupils
- To lead and manage the SEN support staff
- To lead the process of monitoring and evaluation of SEN in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria, and to seek/implement modification and improvement where required
- To pay due regard to the school's equality policy and its application

- To promote the general progress and well-being of individual pupils and staff, provide guidance and advice as necessary
- Model empathy, integrity and professionalism

Pastoral Care

- To work closely with the Tutors and Heads of House to keep up to date with daily concerns as appropriate, reporting any incidents and concerns on Engage.
- To inform the Designated Safeguarding Lead (DSL) and her deputy via MyConcern of any safeguarding issues
- To develop positive relationships with pupils and their parent/carers
- Promote the well-being of individual pupils in both informal and formal ways
- To identify and celebrate pupil attainment and achievement in all aspects of school life
- To attend meetings as appropriate
- To attend parent/carer evenings, information evenings and other events which the parents / carers are attending

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help lead the application of the Safeguarding and Safe Practices policy within the school, including being keenly aware of the particular ways in which pupils with SpLd,/ASD/mental health difficulties are vulnerable
- With the DSL to contribute on the provision to guidance of pupils on safeguarding and safe practices
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons
- To liaise with outside agencies as appropriate, including attending meetings as appropriate

Other duties and responsibilities

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example
- To contribute to the review of School policies as appropriate
- To provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour Policy and demonstrating high expectations of work and behaviour
- To manage own record keeping as the SEN administrator, with respect to individual pupils' development, progress and attainment as appropriate
- To participate in agreed schemes of teacher appraisal, to include all aspects of in-service training
- To comply with school policies and procedures with regard to Health and Safety, equal opportunities, race equality, conduct and dress
- To attend training as and when necessary
- To undertake any other duties as may be reasonably required

LINE MANAGEMENT

- Shared management/supervisory responsibility for other identified staff in conjunction with the Head Teacher

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

EQUAL OPPORTUNITIES

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, age, sexual orientation, religion or belief. We therefore welcome applications from all segments of the community.

Claremont is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All appointments will be subject to a satisfactory Enhanced with Barred List check through the Disclosure & Barring Service (DBS) plus additional pre-employment checks.

TO APPLY

Candidates should complete the application form on the school website and send it to:

The Head's PA – Lucy Tooke

Claremont Prep School

Ebdens Hill | Baldslow | TN37 7PW

Email: lucy.tooke@claremontschool.co.uk

Telephone 01424 751 555

Closing date for applications: **9am Monday 27th September 2021**

Interviews to be held **w/c 11th October**