



GORDON'S SCHOOL

SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR (SENCO) HEAD OF LEARNING SUPPORT

JOB DESCRIPTION

LEADERSHIP

- To be responsible for the leadership of the Department.
- To ensure that high professional standards are maintained and delivered.
- To provide for the professional development and training of staff and support staff within the Department.
- To ensure that focus is maintained on progress towards both Departmental and personal targets through performance management monitoring.
- To contribute to the formulation of school policy.
- To chair both Departmental and Link Group meetings and provide agendas in advance.
- To ensure that accurate action minutes of meetings are kept and that actions are closed within agreed time scales or reported back on (time bonded).
- To be responsible for the Induction of new staff in the Department.
- To attend Head of Department meetings.

DISCIPLINE AND LEARNING ENVIRONMENT

- To ensure that high standards of behaviour are maintained throughout the Department.
- To encourage students in a self-disciplined approach to both work and learning.
- To provide and maintain a stimulating learning environment for all departmental lessons by means of high teaching standards, resources, displays, etc.
- To be responsible for all aspects of safety within the Department in line with school policy.

SPECIFIC RESPONSIBILITIES

- To provide information and support to all members of staff in the school so that they are aware of their responsibilities towards students with SEN and to assist in school based in-service work related to SEN.
- To co-ordinate the development of school based strategies for the identification and assessment of students with SEN within the framework of the Code of Practice for SEN.
- To manage and co-ordinate a staged approach for assessing and providing for the SEN of students, as specified in the Code of Practice.

- To develop systems to monitor and review the progress and provision of identified students, including the Annual Reviews of students with an Education Health and Care Plan or Statement of Need.
- To provide support across all relevant areas of the curriculum in order to ensure full access and entitlement to students with SEN.
- To liaise with parents and outside agencies whenever necessary.
- To assess students for Exam Access Arrangements in Year 9 and to hold the Level 7 qualification required for this
- To assist the school's Examinations Officer by applying for any Special Arrangements in external examinations required by students with SEN.
- To store securely the Exam Access Arrangement documents and to lead on the yearly inspection of these by the JCQ EAA inspector.
- To collate and distribute to appropriate staff, all relevant information on students transferring to Gordon's to maintain continuity of provision.
- To maintain up to date records on students with SEN which demonstrate their provision and progress and which meet statutory requirements regarding such recording.
- To maintain the Learning Support Register and reissue on a termly basis.
- To liaise with and visit primary feeder schools for SEN students entering Gordon's in Y7 from Y6.
- To identify staff Inset requirements in respect of SEN and assist in the planning and delivery of such where appropriate.
- To line manage the Learning Support Assistants and Deputy SENCo and carry out Performance Management duties throughout the year, including individual interviews according to the PM schedule for support staff and teachers.
- To attend termly meetings for the Surrey Heath Network of SENCos as specified by Surrey CC and act on information from these meetings.
- To ensure the timely continuation of the Liaison LSA scheme between parents and LSAs on a half-termly basis, with LSAs recording communications on SIMS.

ADMINISTRATION

- To be responsible for finance and resource matters relating to the Department, to include staffing, capitation, stock control, ordering and accounts in accordance with the schools policy for finance and resources.
- To be responsible for the effective deployment of staff within the Departmental Timetable.
- To delegate Departmental tasks appropriately in order to efficiently achieve Departmental and school targets.
- To maintain a Departmental hand book in line with school policy.
- To review and revise the Department Development Plan to reflect the Whole School Development Plan.
- To review and maintain the SEN policy, the EAL (English as an additional language) policy and the EAA (Exam Access Arrangements) policy.