



JOB DESCRIPTION

SENDCO

Effective From: 15 March 2022

Review Date: 1 August 2024

Introduction

This document is to be read in conjunction with the Employment Agreement. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation between the post-holder and The Principal. The school's Mission and Values statements underpin all aspects of this job description.

Salary

The post-holder will be appointed on the appropriate point of the Kajonkiet International School Scale.

Terms, Conditions and Benefits

As stipulated in the Employment Agreement.

Purpose

This is a whole school position which targets strategic development of the school's Special Educational Needs (SEND) provision and oversight of the day-to-day operation of that policy with the aim of raising SEN pupil achievement.

Responsibility

The SENCO will:

1. Be responsible to the Principal and will work closely with the Vice-Principals on all matters relating to SEND Policy, inclusion and intervention;
2. Work under the line management of the Vice Principal (EYFS and Primary) who is the school's Designated Child Protection and Safeguarding Officer;
3. Be responsible to the Vice Principal (Secondary & 6th Form) and the Vice Principal (EYFS & Primary) for SEND related matters within their areas of responsibility;
4. Will work closely with Phase Leaders, Heads of Departments, subject, class teachers and the Student Support & Wellbeing Officer;
5. Be responsible for implementation and review of the SEND Policy as agreed by the Principal and SLT;
6. Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEND.
7. Be responsible for the confidential storage and upkeep of all records and administration relating to SEND;
8. Be responsible for liaison with and advising colleagues on matters relating to SEND;
9. Be responsible for the in-service training of staff and the increase of staff confidence in matters relating to SEND;
10. Be responsible for the development of staff competence in teaching and working with students with SEND;
11. Be responsible for liaison with parents and carers of children with identified additional educational need;
12. Be responsible for the coordination of the provision for students with SEND;
13. Be responsible for the leadership, management, performance management (where appropriate) and training of SEND teaching assistants and Learning Support Assistants;
14. Be responsible for the maintenance and development of excellent links with outside agencies.

Tasks

The SENCO will:

1. Maintain and update the SEND register and other relevant records;
2. Put provision in place to ensure that progress of pupils with SEND improves relative to those without SEN.
3. Author Individual Educational Plans (IEPs) for all students on the SEND register and review, develop and implement means of supporting all students with SEND,
4. Monitor and evaluate learning programmes and progress towards targets for students with SEND to ensure their effectiveness;
5. Implement systems for identifying, assessing and reviewing SEND provision;
6. Create and implement transition plans for new and existing students;
7. Monitor resources to ensure a high quality experience for students and staff;
8. Inform parents and carers of the action points in IEPs and involve them fully in the implementation of such;
9. Support all staff in understanding the needs of SEND pupils.
10. Support departmental developments of SEND provision.
11. Analyse and interpret relevant school, and other contextual data.
12. Line manage the work of learning support assistants and coordinate their deployment in supporting inclusive provision;
13. Identify the need and deliver training to teachers, learning support assistants and Thai teaching assistants;
14. Invite parents and carers to IEP reviews in accordance with the school's SEND policy;
15. Pass on SEND updates to colleagues as appropriate;
16. Monitor all aspects of risk assessment relating to students with SEND;
17. Support the inclusion of new and existing students within the KIS community, alongside the Student Support and Wellbeing Officer;
18. Liaise with staff, parents, external agencies and other schools in co-ordinating and ensuring maximum support and continuity of provision.
19. Collect and interpret specialist assessment data to inform practice.
20. Work with staff to develop effective ways of bridging barriers to learning;
21. Provide an annual management report on SEND to the Board of Directors under direction of the Principal.
22. Exercise a key role in assisting the Principal and Board of Directors with the strategic development of SEND policy / provision.

Professional Expectations

The SENCO will:

1. Be familiar with and commit fully to the School's Mission Statement and Values;
2. Commit to the School's Development Plans, school-wide goals and Action Plans;
3. Demonstrate complete familiarity with the school's SEND and Admissions policies;
4. Be assiduous in ensuring that school SEND policy is followed;
5. Strive to help all students with SEND realise their full potential;
6. Ensure excellent and empathetic communication with parents of students on the SEND register, striving to ensure that they are fully and accurately informed of strategies, progress made and action points from IEPs;
7. Ensure excellent communication with colleagues working with students on the SEND register and respond promptly to requests for assistance relating to SEND;
8. Work closely with SENCOs in other schools on matters relating to SEND best practice;
9. Be a positive influence on staff morale and motivation;
10. Actively seek to improve their practice, demonstrating a clear commitment to their own career professional development;
11. Have excellent organisational skills;
12. Have excellent interpersonal skills;
13. Give the highest regard to safeguarding and child protection as well as to health and safety;
14. Be flexible and adaptable;
15. Support the school's ethos of respect and positivity, ensuring courtesy in all forms of communication;
16. Pay the highest regard to confidentiality.

This job description is subject to review and amendment by the Principal in the light of changing needs of KIS. The post holder may be required to undertake other duties within the school as may reasonably be expected under the direction of the line manager or the Principal, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.