



## **The Study Centre**

**Job Title:** Special Educational Needs Co-ordinator (Maternity Cover)

**Reports to:** Head of Study Centre

### **Job Purpose:**

- To assist with the strategic development of the School's Special Educational Needs and Disabilities (SEND) provision, alongside the Head of Study Centre and to support with oversight of the day-to-day operation with the aim of raising pupil achievement.
- Ensure compliance with Exam Regulations for Access Arrangements for GCSE, working with the School's designated Exams Officer.
- Support the Head of Study Centre in leading a team of tutors, therapists and Learning Support Assistants (LSAs) enabling them to support pupils with a wide range of SEND across Years 9-11.

### **Specific responsibilities:**

- Liaise with the Admissions Department to arrange and carry out assessments of prospective pupils, paying particular attention to indications of learning and/or behavioural difficulties. Liaise with the Head of Study Centre, Head, current teaching staff and support staff along with parents to identify the needs of the pupil and make recommendations as to whether Kingswood House can make appropriate provision for the pupil.
- Implement the SEND Code of Practice (2015) by supporting and advocating clear procedures to identify and register children whose academic, physical, social and emotional development is giving cause for concern.
- Support the Head of Study Centre through the collation of evidence to submit to Local Authorities and organise necessary meetings. Give parents guidance when appropriate.
- Support the co-ordination of provision for children with SEND, by supporting all staff to understand the needs of the pupil and organising additional provision if appropriate via tutors, therapists, Learning Support and outside agencies.
- Ensure that the school carries out its statutory responsibilities regarding all pupils with an Education, Health and Care Plan.

- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND and understand the importance of 'Quality First' Teaching.

### **Access Arrangements, Internal Exams and GCSEs**

- Keep abreast of JCQ rules and regulations, attending training where required.
- Work closely with the Head of Study Centre, Exams Officer and the Head of Centre to ensure that policies, relating to exam accommodations are compliant and that procedures are followed by relevant staff.
- Adhere to JCQ Regulations for Access Arrangements, in collaboration with the School's Exams Officer and assessor.
- Ensure any evidence of need is supported by documentation from staff and can be accessed by Exams Officer or Head of Centre during a JCQ inspection.
- Ensure appropriate exam arrangements are in place for each pupil, as required.
- Ensure teaching staff are aware of all pupils' access arrangements and that these are being implemented.
- Deliver training to staff in advance of external exams and in line with JCQ requirements for access arrangements.
- Facilitate reader and scribe provision during internal and external exams, as required.

### **Communication**

- Support the day-to-day running of the School's SEND department.
- Alongside the Head of Study Centre, co-ordinate the work of learning support assistants, tutors and therapists that work within the SEND department.
- Liaise with parents of children with SEND in collaboration with the Head of Study Centre.
- Liaise with external agencies including the Educational Psychology service and other support agencies, medical and social services and voluntary bodies.
- Co-ordinate and attend two parent/tutor evenings during the year.
- Attend termly meetings, not limited to, but including, Head of Department Meetings and those with Head of English and Head of Maths, to discuss curriculum and differentiation for exams.

- Attend the school's 'Open Mornings' to meet with prospective parents.
- Act as an ambassador to championing the needs of pupils with SEND.
- Provide professional guidance to staff to secure good teaching for SEND pupils through written guidance and meetings.
- Work alongside the Head of Study Centre when liaising with the Director of Studies and the Headmaster on the overall running of the department and the evaluation of SEND provision along with strategic development on SEN policy/development.

### **Recording and assessment**

- Work alongside the Head of Study Centre to maintain the School's SEND Register and the records on all pupils with SEND, including statutory documentation.
- Monitor the progress of pupils with SEND by liaising with and collating information from parents, teaching staff and all professionals who support the pupil.
- Prepare for and attend all review meetings for pupils with an Education, Health and Care Plan and liaise with the Bursar regarding funding.
- Collect and interpret specialist assessment data to share with teaching staff and inform practice.

### **Learning environment**

- Support the organisation of the SEND department in a way that is conducive to an effective learning process resulting in a well-ordered stimulating and attractive environment.
- Maintain and develop equipment and learning resources and monitor their effectiveness in meeting the objectives of the school and SEND policies.
- Identify and propose technology to assist learners, in collaboration with the Head of Study Centre.
- Raise concerns with a pupil's wellbeing, whether emotional or educational, via Form Teachers and Divisional Heads.

### **Personal Development**

- Be informed of up-to-date resources, issues, legislation and policy.
- Attend in service training courses.
- Attend weekly staff meetings.
- Undertake any reasonable request from the Head of Study Centre or Headmaster

Agreed by..... Date.....