

## **Support for Learning co-ordinator (SENCO)**

**Line manager: Headmistress**

This job description is in addition to that of the subject teacher and Head of Department.

The Support for Learning (SfL) co-ordinator is expected to:

- encourage high standards in all aspects of school life
- contribute to the effective and efficient management of the School
- promote a school culture which is happy, purposeful and productive
- support and motivate students, teachers and other school employees
- encourage consultation and discussion.

The SfL co-ordinator, with the support of the Headmistress, takes responsibility for the day-to-day operation of provision made by the school for students with SEN. She will provide professional guidance in the area of SEN in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all students.

### **1. Areas of responsibility and key tasks**

**The SfL co-ordinator will:**

Be responsible for the strategic direction and development of SEN Provision in the School (with the support of, and under the direction of the headmistress and SMT). To achieve this, the Sfl co-ordinator will:

- Exercise a key role in assisting the headmistress with the strategic development of SEN policy/provision
- Support all staff in understanding the needs of SEN students and ensure the objectives to develop SEN are reflected in the school development plan
- Assess the needs of students with SEN and monitor the progress of objectives and targets for these students in order to evaluate the effectiveness of teaching and learning and advise future planning.
- Analyse and interpret relevant school data and advise the headmistress on the level of resources required to maximise achievement
- Liaise with staff, parents and the Primary school to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

### **2. Teaching and Learning**

**The SfL co-ordinator will:**

- Identify and adopt the most effective teaching approaches for students with SEN
- Work with the Headmistress and staff to develop effective ways to bridging barriers to learning through the assessment of needs, the monitoring of teaching quality and student achievement, the setting of targets (including IEPs) and developing a recording system for progress
- Identify and teach study skills that will develop students' ability to work independently

- Work with the headmistress, HODs, HOYs and teachers to ensure all students' learning is of equal importance and that there are realistic expectations of students.
- Liaise with the Primary school to ensure continuity of support and learning when transferring students with SEN

## **2. Recording and assessment**

**The SfL co-ordinator will:**

- Set targets for raising achievement among pupils with SEN
- Collect and interpret specialist assessment data
- Set up systems for identifying, assessing and reviewing SEN
- Update the headmistress on the effectiveness of provision for pupils with SEN
- Develop understanding of learning needs and the importance of raising achievement among pupils
- Attend parents evenings and keep parents informed about their child's progress

## **3. Leadership**

**The SfL co-ordinator will:**

- Encourage all members of staff to recognise and fulfil their responsibilities to pupils with SEN
- Provide training opportunities for and other teachers to learn about SEN
- Disseminate good practice in SEN across the school
- Identify resources needed to meet the needs of pupils with SEN and advise the headmistress of priorities for expenditure