



A Career at St Edmund's College	
SENCO / Head of Learning Support	
Job Description	
Reporting to:	Assistant Head Academic (Teaching and Learning)
Probationary Period:	1 Academic Year
Summary of the role:	<p>As part of its Catholic ethos the College wishes to provide the best possible care for those with special needs or learning difficulties or disabilities (SEN). It aims to ensure that pupils fully participate in the curriculum and have high levels of expectation and of achievement.</p> <p>This is a challenging and high-profile post, which is very important for the College in the delivery of its mission. There is strong support from Senior Management for the correct level of provision for each child. It is important that the successful candidate should be able to help guide the strategy as well as manage the day-to-day delivery of provision.</p> <p>In the Prep School, there is an SEN Co-ordinator and the 3 to 11-year-olds are supported by teaching assistants who work closely with the class teachers. Classes are small with approximately maximum 15 pupils. In the College class sizes are a maximum of 24 pupils.</p> <p>The College Learning Support department currently consists of one full time SENCO, and three experienced teaching assistants. The department is well funded, has its own office and is well valued and respected by all colleagues.</p>
Main duties and responsibilities:	<p>The key responsibilities of the SENCO will include:</p> <ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact. • Embrace the High-Performance Learning (HPL) philosophy and framework and apply it to all aspects of College life. • Strategic development of SEN provision at St Edmund's. • Overseeing the day-to-day operation of the SEN policy. • Liaising with pastoral and academic staff to help identify pupils with SEN. • Maintaining the records on all pupils with SEN and drawing up IEPs as appropriate. • Liaising with the parents of pupils with SEN, organising and attending any appropriate meetings with parents; informing parents of any major concerns or successes of pupils. • Contributing to the in-service training of staff. • Liaising with external agencies and co-ordinating referrals. • Helping teachers to provide the most effective classroom practice for each SEN student. • Responding to national and local, policies, initiatives, and strategies. • Undertaking baseline assessments and co-ordinating information to assist with the identification of SEN.

- Considering effective ways to overcome barriers to learning and developing provision in the College to raise the achievement and attainment of pupils with SEN.
- Ensuring that information regarding pupils on the SEN register is collected, recorded and updated and providing related professional guidance to colleagues to secure high-quality teaching.
- Monitoring, reviewing and evaluating standards of pupils' achievements and helping teachers to set targets for improvement.
- Organising and running Annual Reviews for pupils with Educational, Health and Care Plans, including Transition Plans at all Key Stages, and Examination Access Arrangements, liaising with the Examinations Officer where necessary.
- Implementing the principles, strategies and models of school self-evaluation and school improvement for SEN.
- Maintaining existing resources for SEN and exploring opportunities to develop or incorporate new resources, including IT and digital technology.
- Assessing pupils for examination access arrangements for public examinations in line with the appropriate examination board guidelines; producing assessment reports for parents; liaising with external professionals to complete diagnostic assessments where appropriate.
- Liaising with the Exams Officer to accurately submit EAA applications; oversee the access arrangements for public exams; line manage the LSA support for pupils with readers/scribes in public exams.
- Working closely with the admissions department to oversee the examination access arrangements for incoming pupils; meeting with potential parents and pupils to discuss support requirements; liaising with schools to ensure successful transition of pupils into the College.

Key Tasks

- Producing a strategic plan to deliver the vision which is supported by departmental review.
- Completing an annual self-review of the department, including an analysis and commentary of pupils. The conclusions of the report should then be used to modify the strategic plan.
- Being accountable for the highest standards of achievement for those pupils with SEN, monitoring and evaluating student achievement and helping to set targets for improvement.
- Leading, developing and enhancing the teaching practice of all teachers to meet the aims of the SEN policy.
- Being accountable for the strategic direction, leadership and management of the department.
- Line managing and deploying staff in their department.

Additional Tasks

Internal Communication

- Attending meetings of middle leaders and representing the views and interests of the Department at any appropriate meeting.
- Attending parents' evenings for all cohorts and open days as directed
- Meeting regularly with their line manager to discuss progress within the Department.
- Producing written reports/information as required by SLT.

	<p>Staff Development within the Department</p> <ul style="list-style-type: none"> • Ensuring their own professional development, and that of their team. • Keeping up to date with examination access arrangement guidelines for the upcoming academic year and sharing the outcomes with relevant staff members. • Taking part in the appointment process for new members of the Department. • Ensuring that there is a programme of support and guidance for any new members of the Department. • Supporting Departmental staff with professional advice and provision of appropriate staff development. • Appraising the department. • Ensuring that support staff are used effectively within the College curriculum. • Arranging and chairing regular Departmental Meetings and ensuring that action points are taken and are passed on to SLT. <p>The department has developed significantly over the last few years and is committed to the welfare of all pupils at the College. This is an exciting and rewarding role.</p>
Line management duties and responsibilities:	<ul style="list-style-type: none"> • Learning support staff
Safeguarding Responsibilities:	<ul style="list-style-type: none"> • The post will involve close contact with, and a high degree of responsibility for, children and young adults. The majority of this will be regulated activity. • Safeguarding and promoting the welfare of children is everyone’s responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.
Other	<ul style="list-style-type: none"> • Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar and any other member of the core SLT. • Performing the ‘Role of Teacher’ job description, as set out in the College’s Academic Handbook.
	<p>St Edmund’s College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org</p>
<p>The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.</p> <p>We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.</p> <p>This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.</p>	