

JOB DESCRIPTION – 2024

Job Title: Head of Learning Support - SENDCo

Reports to: Deputy Head Pastoral

Manages: Learning Support Team

Department: Individual Learning Centre

Hours per week: Full time

KEY WORKING RELATIONSHIPS

Head

Deputy Head Academic

Deputy Head Pastoral

Designated Safeguarding Lead and Pastoral/Welfare Team

All staff

Registrar

Exams Manager

SEND Governor

Students

Parents

PURPOSE OF THE JOB

The Head of Learning Support/SENDCo ensures that students with individual/special educational needs receive required levels of support to maximise their learning progress and outcomes. The Head of Learning Support/SENDCo will support and educate staff to ensure that they have the knowledge, skills and understanding to support children with special educational needs during their education, including those identified in the areas of: Cognition and Learning; Communication and Interaction; Social, Emotional and Mental Health; Sensory and Physical. The Head of Learning Support leads the Individual Learning Centre.

DUTIES AND RESPONSIBILITIES

- Manage and monitor the quality of the daily operation of the Individual Learning Centre, currently a staff of 6, the deployment of staff, chairing and minuting department meetings in line with School policy and the management of the department budget and facilities. Attendance at Heads of Department, Pastoral Leadership and other management meetings as required, including Results Days.
- Management of the department staff (qualified teachers and other support staff): including recruitment and performance management; monitoring workloads and contracted hours; identification of staff training needs and supporting their work with their allocated students.
- To evaluate and develop SEND Policy within the school in light of relevant legislation and the SEND Code of Practice. Support and identify children

with special educational needs and coordinate their provision with the children, parents and other providers.

- To maintain accurate SEND records and a SEND Register and analyse data and trends for a range of purposes, including the completion of the Annual School Census and in preparation for inspection. Analyse SEND student progress data.
- Advise the Senior Leadership Team on changes and developments in the SEND area.
- Ensure that SEND provision supports the whole school aims and development including school marketing.
- Take a responsibility for teaching classes (of any agreed subject) including examination groups.
- Monitor the effectiveness of individual education plans and arrange annual reviews.
- Ensure that all individual pupil SEND needs are met effectively and the requirements for EHC Plans (or equivalent) are met.
- Link closely with pastoral staff to ensure linkage of welfare and academic issues/concerns.
- Liaison with Admissions Department in respect of concerning the intake of students with SEND: review and respond to Educational Psychologists' reports on prospective students; liaison with parents, feeder schools and outside specialist agencies in respect of SEND needs and ILC provision; production and dissemination of information for staff in respect of incoming students with SEND.
- Be responsible for the identification of students with SEND and for gathering evidence of need and provision for SEND students to comply with the requirements of JCQ regulations. Make applications for all Access Arrangements on-line and communicate these with the Examinations Officer, to meet internal deadlines. Ensure records for Exam Access Arrangements are kept ready and available for Inspection purposes. Attend relevant JCQ training. Contribute to the planning and organisation of internal school examinations to ensure student access arrangement needs are taken into account.
- Carry out initial assessments and Annual Reviews for students with Statements of SEND and maintain the SEN register.
- Oversee the timely production and dissemination of departmental documentation, including departmental handbook and the department annual review.

- Co-ordinate the completion of individual student reports, annual records and other documentation and ensure their appropriate storage in respect of confidentiality and data protection.
- Respond to concerns raised by staff, parents (or the students themselves) about student progress and, where appropriate, liaise with outside agencies such as Educational Psychologists to facilitate further diagnostic assessment, evaluation and support for the student, including all agency linkage for EHC plans.
- Network with other SENDCos at local and Quaker Schools, and national events in order to identify and promote best practice at Leighton Park.
- Attend key events in the School calendar to facilitate effective communication and liaison with parents of students with SEND: e.g. parents' consultation evenings, annual and monthly Open Mornings, and Entrance Test day.
- Innovate, develop and cascade curriculum resources to ensure SEND students receive the appropriate levels of support.
- Write Policies associated with this area.
- Train all staff in SEND areas and adjust, oversee, monitor and ensure students' individual needs are catered for by staff, particularly by differentiation strategies and pedagogical development.
- Manage and evaluate intervention programmes.
- Create and deliver a SENDCo Improvement and Development plan.
- Ensure regular written and verbal communication with parents of those students with SEND.
- Develop departmental outreach, as appropriate.
- Work closely with pastoral teams and with those teams to integrate pastoral and academic help as necessary.
- Organise annual screening tests for students; collate, analyse and disseminate the results, as appropriate.

All teaching staff are expected to make a full contribution to the wider life of the School including acting as Form Tutor, extra-curricular activities and involvement in evening and weekend activities, hobbies and sport.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.