



Jeddah Prep and Grammar School

Job Description: SENDCo

Name:

Position: **Special Educational Needs and Disabilities Coordinator (SENCO)**

Responsible to: Head of Prep / Head of Grammar

Area of responsibility: Whole school responsibility

JOB PURPOSE

Strategic development of the school's Special Educational Needs and Disabilities (SEND) provision and oversight of the day-to-day operation of that policy with the aim of raising SEND pupil achievement.

As a member of the extended leadership you will contribute to the overall leadership and management of the School and be active in promoting its aims, and supporting an ethos that promotes achievement and high standards.

1. ROLE OBJECTIVE AND PURPOSE

- Lead in setting the vision and direction for SEND provision at JPGS.
- Deliver SEND instruction to pupils who require support to access the curriculum, involve their parents and academic staff.
- Take part in and oversee the day-to-day delivery and implementation of the school's SEND policy.
- To be accountable for the overview of provision for SEND pupils and those pupils who, at times, require any additional support to access the curriculum e.g. EBD and counselling.
- To monitor and evaluate the effectiveness of SEND provision and write an annual improvement plan.
- Ensure accurate record keeping and that screening and referral processes are in place and reflect the needs within each phase appropriately.
- Be an inspirational team player in the school and lead by example.
- Monitor teaching and learning activities to meet the needs of pupils with SEND needs.
- For those pupils on the SEND register, work closely with teachers to ensure that the needs of the pupils are appropriately being targeted.
- To devise learning and behaviour strategies and programmes, including IEPs, which span the curriculum, in response to individual pupil needs.
- Monitor the progress and attainment of SEND pupils, identifying where they need additional support and designing that support alongside teachers.
- Support Admissions / SLT with interviews and in-coming pupils with SEND needs.



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- Provide regular updates to the SLT on the evaluation of the effectiveness of provision for pupils with SEN and on any new initiatives, to inform decision-making and policy review.
- Update the SEND policy on an annual basis.
- Close cooperation with all teachers, particularly those responsible for external examinations e.g. Examinations Officer.
- To establish effective partnerships with parents.
- To promote effective partnerships and involve outside agencies/specialists where appropriate. To liaise with external providers and ensure all third-parties are appropriately utilised to enhance provision.
- Support staff to better understand the needs of SEND pupils and provide guidance on strategies that can be utilised as part of overall inclusive practice.
- To be responsible for the effective and efficient deployment of resources that match the needs of our learners.
- To organise, manage and lead the SEND team, including Teachers and LSAs/TAs to ensure that all pupils have access to the curriculum and are empowered to make progress
- Oversee the Appraisal process for the SEND Team, including Speech and Language Specialist.
- Coordinate and lead the review process for pupils with Special Educational Needs.
- Up-to-date and conversant with current international educational policies and practices, particularly in the UK.
- Any other duties requested by the SLT.

2. Personal Skills

- Enthusiastic and passionate about education with a sound understanding of UK best practice in SEND teaching and support.
- Flexible and adaptable to the varied demands of working in a world-class school environment.
- Proactive in all aspects of School life.
- Able to lead by example and create a strong and dynamic academic team.
- Creative and innovative across and beyond the curriculum.
- Able to work successfully under pressure with excellent organisational skills.
- Able to take responsibility and be accountable for all aspects of SEND teaching and support across the School.
- Reliable and respectful at all times.
- Positive and proactive participation in CPD and the School's appraisal processes.
- Able to present a professional image in line with the high expectations of Jeddah Prep and Grammar School.



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- A talented communicator both orally and in writing.
- A confident and competent user of IT in the classroom and for administrative purposes.

3- KEY INTERACTIONS

Internal	External
<ul style="list-style-type: none"> - Head of Grammar - Head of Prep - Teachers - Health and Safety Officer - IT Dept. - Reprographics - pupils 	<ul style="list-style-type: none"> - Parents - Training providers

4- MINIMUM QUALIFICATIONS & REQUIREMENTS

Level of Education	Undergraduate degree Post Graduate Certificate of Education (PGCE) qualification. SENCO Qualification
Experience	5+ years in Teaching positions within British curriculum schools. Qualified SENCO for at least 3 years in a British Curriculum school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headmaster and/or the Deputy Head / Head of Grammar to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and pupils and provide a welcoming environment to visitors and parents.

This job description is current at the date shown and will be reviewed annually.

Signature of Post Holder: _____ Date: _____



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Signature of Headmaster: _____ Date: _____