



CAYMAN PREP & HIGH SCHOOL

(Owned and Operated by the United Church in Jamaica and the Cayman Islands)

JOB DESCRIPTION

Special Educational Needs Coordinator (SENCO) – High School

Post:	Support for Learning Coordinator
School:	Cayman Prep and High (High School)
Responsible to:	Principal, Head of Assessment and Inclusion
Responsible for:	Support for Learning department
Liaising with:	Principal, ALT, Key Stage Coordinators, Teaching and support staff

Purpose

- To put provision in place to ensure that the progress of pupils with SEN improves relative to those without SEN;
- Ensure that the school carries out its statutory responsibilities regarding all students with a Statement of Special Educational Needs;
- Support all staff in understanding the needs of SEN pupils;
- Support the developments of SEN provision in all faculties;
- Monitor progress towards targets for pupils with SEN;
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

Key Responsibilities

- Plan and teach lessons to ensure outstanding student learning and progress for students;
- Plan, deliver and lead the Study Skills program for KS3 and KS4;
- Work collaboratively with team members and with other specialists such as the Guidance Counsellor, Speech and Language/Occupational Therapists, Educational Psychologists etc;
- Ensure that students with SEN are identified and disseminate the most effective teaching approaches for these students;
- Maintain and keep up-to-date student passports, registers and provision maps;
- Update SEN information on Everest regularly so that it is always current and displaying the most recent information;
- Maintain policies relating to the SEN faculty;
- Collate and interpret specialist assessment data – share with teachers and other relevant staff and share the best ways to use this data to support SEN students;
- Analyse assessment data for students with SEN;
- Work closely with the Principal, ALT, Key Stage Coordinators and Heads of Faculty to ensure that there are realistic expectations of all students;
- Work closely with the exams team to ensure that exam accommodations are provided for all students who are entitled to it;

- Organise training sessions for staff on specific students of concern;
- Organise training sessions for staff on SEN;
- Manage the budget of the SEN department;
- Utilise resources with efficiency, including staffing within the department;
- Work with the Head of Curriculum, Learning and Teaching to ensure the school's curriculum is suitable for all students and advise on needed amendments when necessary;
- Lead the performance management process for SEN teachers and Learning Assistants;
- Provide the Principal with regular information evaluating the impact of the SEN department and provision in the school;
- Liaise with the Primary School and the Key Stage 3 Coordinator regarding advice surrounding provision;
- Exercise a role in assisting the Principal and ALT with the strategic direction and development of the SEN faculty and provision;
- Contribute to the School Evaluation regarding SEN provision;
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice;
- Secure relevant services for all students where external guidance and support is needed;
- Communicate regularly with parents/carers of students;
- Contribute to information evenings across all Key Stages.

Position Requirements:

The Special Educational Needs Coordinator should be an inspirational and dynamic leader committed to the highest standards in every area of the work of the school. They will be required to meet the following requirements:

Spiritual

- Fully adhere to and support the Christian ethos and values of the school

Education and Experience

- A Bachelor's degree from a recognised institution, together with an internationally recognised teaching certificate. A Post Graduate qualification in Education or Leadership would be advantageous;
- Minimum of three years' current experience teaching a British-based curriculum;
- Experience and understanding of teaching children with barriers to learning such as dyscalculia, dyslexia, dysgraphia, autism, ADHD, emotional and mental health needs, or have a combination of these;
- Current knowledge and understanding of resources needed to support Key Stage 3, 4 (GCSE) and 5 (A Level) students and the English National Curriculum (2014);
- Knowledge and understanding of the UK SEND regulations (2014);
- Proven experience leading a successful SEN department is essential;
- Excellent classroom practitioner who is passionate about facilitating student learning with creative and innovative ideas;
- Excellent communication skills, both oral and written, and the ability to adapt to a range of very different audiences;
- Ability to work independently, multi-task, manage multiple priorities and set and meet appropriate targets, and is solution driven ambassador;
- Ability to use ICT software, such as Microsoft Word, Excel, PowerPoint, and SIMS.

Skills / Attributes

- Excellent leadership, organisational, communication and ICT skills;
- Radiating positive attitude and personality;
- High level of personal integrity and confidentiality;
- Ability to think strategically, analytically and creatively
- Outstanding interpersonal skills with the ability to work collaboratively, coach, mentor and maintain respectful and trusting relationships;
- Ability to work independently, manage multiple priorities and meet deadlines;
- Effective change management skills, including those related to curriculum development;
- Be quality conscious, dynamic and results oriented.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Signature of Postholder _____ Date / /

Signature of Principal _____ Date / /