JOB DESCRIPTION

Job Title: Special Educational Needs Coordinator (SENCO) - Key Stage 1

Job Overview:

Identify, monitor and assist pupils with special educational needs.

Job Summary:

The SENCO will play a crucial role in ensuring that all students, particularly those with special educational needs, receive the support and accommodations necessary to achieve their full potential.

Reports to: Vice-Principal

Key Accountabilities:

- Assist the Vice-Principal in identifying pupils special educational needs.
- Demonstrate and monitor effective differentiation in the classroom.
- Identify and assess pupils deemed to have special educational needs (to include gifted pupils).
- Draw up, monitor and implement Individual Education Plans (IEP) for targeted children.
- Coordinate regular IEP review meetings.
- Identify and access outside agencies where applicable.
- Manage resources related to special educational needs.
- Initiate and/or take part in staff training and special needs awareness programs.

Key Responsibilities:

1. **Identification and Assessment:**
    - Collaborate with teachers and other professionals to identify students with special educational needs (SEN) in Key Stage 1.
    - Conduct thorough assessments to understand the specific needs and challenges of individual students.
2. **Individual Education Plans (IEPs):**
    - Develop and implement Individual Education Plans for students with SEN, outlining specific goals, strategies, and accommodations.

    - Regularly review and update IEPs in consultation with teachers, parents, and external support services.
3. **Teacher Support and Training:**
    - Provide guidance and support to Key Stage 1 teachers in implementing effective strategies for inclusive teaching and adapting the curriculum to meet the diverse needs of students.
4. **Monitoring and Evaluation:**
    - Regularly monitor the progress of students with SEN, adjusting support strategies as needed.
    - Collect and analyze data related to the effectiveness of SEN interventions and programs.
5. **Professional Development:**
    - Stay informed about current trends and best practices in special education.
    - Provide training and professional development opportunities for staff to enhance their understanding of SEN and inclusive teaching practices.
6. **Parental Engagement:**
    - Maintain open and effective communication with parents/guardians, keeping them informed about their child's progress and involving them in the decision-making process.

Qualifications:

- First Degree with a Qualified Teacher Status (QTS) or equivalent.
- Additional qualification in Special Educational Needs Coordination.
- Proven experience in a SENCO role, preferably in Key Stage 1.
- Strong understanding of SEN best practices.
- Excellent communication, interpersonal, and organizational skills.