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Job Description: Special Educational Needs Coordinator

LINE MANAGER: Director of Student Services

SALARY: Teacher Scale M1-M6

**Job purpose**

To work in the Student Services Department and to continue the development of a highly successful Learning Support Department

**Responsible for:** Leading a team of two SEN Teachers and a team of Learning Support Teaching Assistants

**Teaching and Learning**

* Demonstrate excellent SEN knowledge and be a skilful practitioner when working with pupils with a range of different abilities and needs;
* Identify and adopt the most effective teaching approaches for pupils with SEN
* Monitor teaching and learning activities to meet the needs of pupils with SEN
* Use student data to drive progress and improve the existing provision.
* Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEN
* Develop understanding of learning needs and the importance of raising achievement among pupils

**Record keeping, Assessment and Feedback**

* Hold relevant qualifications and have experience in assessing pupils who are referred to the Learning Support Department
* Have experience and understanding of the process of access arrangement applications and exam provisions
* Set targets for raising achievement among pupils with SEN
* Assess, collate and interpret specialist assessment data
* Maintain systems for identifying, assessing and reviewing SEN
* Drive and support the IEP process across the school
* Support staff in the use of student records using SIMs
* Update the Director of Student Services on the effectiveness of provision for pupils with SEN
* Attend consultation evenings and keep parents informed about their child's progress

**Leadership**

* Work collaboratively with the Director of Student Services and be an integral member of the Student Services team
* Be an excellent communicator and demonstrate the ability to work within and to be an integral part of a Student Services team
* Lead staff in developing their knowledge and expertise in working with SEN pupils and to recognise and fulfil their responsibilities to pupils with SEN
* Motivate, support and line manage the work of Learning Support Assistants (LSAs) working with SEN pupils
* Provide training opportunities for LSAs, Teaching Assistants (TAs) and mainstream teachers to learn about SEN
* Mentor Individual Support Assistants (ISAs) as required
* Disseminate good practice in SEN across the school
* Identify resources needed to meet the needs of pupils with SEN and advise the Director of Student services of priorities for expenditure

**Standards and quality assurance**

* As set out in the teachers JD
* Demonstrate exemplary communication skills to liaise with parents and a variety of external agencies
* Develop links with external agencies and support services in Riyadh and beyond

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| Signed by post-holder | Signed by line manager | Date | To be reviewed |
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