



## Job Description

### SENCo

### Part Time

#### Post Details

Salary: MPS - UPR (£25,714 - £41,604) + SEN allowance

Location: Culham, Oxfordshire

Contract type: 0.5 of Full-time minimum, permanent

Start Date: 1st September 2021

Reporting to: Deputy Heads of Secondary

#### Europa School UK

The Europa School specialises in Languages and Sciences and offers multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme. We are currently transitioning from European Schools Curriculum to the International Baccalaureate Middle Years Programme and during this phase our students will sit GCSEs in English language and Maths. It is an all-through free school of pupils aged 4 to 19.

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##### Main responsibilities

- Operation of the SEN policy and co-ordination of provision
  - Maintain an accurate SEND register and provision map
  - Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
  - Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
  - Maintain list of students with special arrangements
- Support for pupils with SEN or a disability
  - Carry out assessments of pupils with SEN to identify needs and monitor progress - including observations in the classroom and meeting with teachers and parents
  - Work with classroom teachers, the school leadership team, parents and relevant external agencies to develop, implement and monitor individual support/learning plans



- Make referrals and liaise with professionals outside of the school - this could include psychologists, health and social care providers, speech and language therapists and occupational therapists
  - Provide advice, guidance and training to classroom teachers on supporting pupils with SEN
  - Support teachers to develop schemes of work and learning programmes for pupils with SEN
  - Support teachers to develop and implement effective teaching and behaviour management approaches in the classroom
  - Provide regular updates on pupil progress through written reports and meetings with parents
  - Ensure records are maintained and kept up to date
  - Keep up to date with national and local policies related to SEN and cascade information to colleagues.
  - Review the education, health and care plan with parents or carers and the pupil
  - Communicate regularly with parents or carers
  - Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
  - Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
  - Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability
  - Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
  - Support learning support teachers in language catch up sessions
  - Attend class councils
- Leadership and management
    - Work with the headteacher, SEN Lead and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
    - Help to prepare and review information the governing board is required to publish
    - Contribute to the school improvement plan and whole-school policy
    - Identify training needs for staff and how to meet these needs
    - Share procedural information, such as the school's SEN policy
    - Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
    - Lead and manage teaching assistants working with pupils with SEN or a disability
    - Lead staff appraisals and produce appraisal reports

**Qualification and training:**

- Teaching qualification.
- NASEN postgraduate qualification

**Experience:**

- 2 years + experience preferred

**Expertise:**

- Knowledge of good pedagogical practice, both nationally and internationally and an awareness of the development of pedagogical thinking in the subject specialism and more generally.
- Commitment to ongoing professional development.
- Knowledge of varied approaches to learning and teaching.
- Ability to develop critical thinking skills in pupils.
- ICT skills to manage the requirements of the post with confidence.
- Strong written and oral communication skills.

**Personal attributes:**

- Positive approach to professional collaboration; sharing and learning from a variety of pedagogical backgrounds
- Enthusiasm and sensitivity while working with others.
- Caring attitude towards staff, children and parents/carers.
- Resilience and tenacity.
- Creativity, flexibility and inventiveness.
- Humour, warmth and energy.
- Reliability under pressure.
- A team player.

**For more information**

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: [applications@europaschool.uk](mailto:applications@europaschool.uk)

Deadline: See Website

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060



The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.