



## THE BRITISH SCHOOL JOB DESCRIPTION

<b>Job Title: Whole School SEN Coordinator</b>	<b>Department: Whole School</b>
<b>Reports to: Primary School Principal</b>	
<p><b>Role:</b> The SEN Coordinator is required to work collaboratively with other team members, Key Stage Coordinators, form tutors, subject teachers, parents and the Principals, to support the needs of students in the school with learning differences. Will provided the leadership to the SEN provision to work with all teachers, ARR's and Curriculum leaders to ensure that all students are provided with maximum accessibility to the school curriculum. The emphasis will be on differentiated, appropriate and motivating challenges for all.</p>	
<p><b>Key Accountabilities :</b>  <b>THE SEN Coordinator will:</b></p> <ul style="list-style-type: none"> <li>• Ensure that the provisions for teaching and learning are exciting and maximise student potential.</li> <li>• Support students with learning needs.</li> <li>• Assist teachers in all stages for mentoring, advice and support in the differentiation of work to suit the needs of their students of all levels of ability and understanding and for the implementation of the SEN programme.</li> <li>• Keepup to date, clear, useful records and plans.</li> <li>• Ensure that multi ethnicity is respected and students maintain their sense of identity.</li> <li>• Oversee the SEN provision for students and ensure that students are provided with resources , teaching strategies, content based learning and periodic assessments to monitor progress.</li> <li>• Support the work of the Principals and all teachers, ensuring that due emphasis is given to personalised (differentiated) planning and assessment of SEN students.</li> <li>• Ensure that all discussions, records and notes produced as a result of work with SEN students are treated in a professional manner, with confidentiality.</li> <li>• Work with Curriculum Leaders, Key Stage Leaders and ARRs, planning the school calendar, in particular the programme for the assessment and accountability by reporting progress for SEN students.</li> <li>• In cooperation with the other teachers, take responsibility for the regular review and redevelopment of all policies and documentation for SEN students.</li> <li>• Liaise with other teachers and the parents, in a proactive and purposeful way, though regular communication and meetings with prior agendas and detailed minutes.</li> <li>• Help to review and develop the SEN section of the School Development Plan together with curriculum leaders.</li> <li>• Ensure that sufficient information concerning SEN services is communicated clearly to stakeholders.</li> <li>• Work with teachers and support staff to ensure that the programme of study for SEN students is properly described and linked to other teachers' planning through the School Curriculum Map.</li> <li>• Co-operate and liaise with the admissions staff in their evaluations and work with students, especially with reference to admissions tests.</li> <li>• Be sensitive to staff, student and parent concerns, needs or complaints about SEN support matters and act on them where necessary.</li> <li>• Support the Principal, Curriculum leaders and other teachers in the compilation and writing of official reports.</li> <li>• Provide their expertise in helping with the admission process for SEN students.</li> </ul>	
<p><b>Competencies:</b></p> <p>Will follow Middle Leader competencies</p>	
<p><b>Personal Attributes :</b></p> <ul style="list-style-type: none"> <li>• Ability to think and plan strategically and monitor meticulously.</li> <li>• Ability to lead staff training on best practices in the field of SEN .</li> <li>• Familiarisation with assessments formats for SEN students.</li> </ul>	



- Behaviour management skills.

**Experience**

- Proven experience and specialisation in SEN/Learning needs and leadership skills.

This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.

The school may review and modify or amend the Job Description as needed after discussion with the position holder.

**Safeguarding Information**

*The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.*

Job Holder's Signature:

Date: