



LADY LANE PARK
SCHOOL AND NURSERY

Job Description

Lady Lane Park School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:	SENDCO
Hours of work:	Part Time, 0.60 FTE
Salary:	Based on experience
Responsible to:	Headteacher
Start Date:	April 2025
Main Responsibilities:	<ul style="list-style-type: none"> • To coordinate, monitor and support the learning of children who have special educational needs across the whole school (EYFS and Key Stages 1 to 5). • To coordinate the activities of the Learning Success department to ensure educational needs of pupils met within an appropriate budget. • In liaison with the Senior TA, to oversee the appointment and timetabling of all staff involved within the work of the Learning Success Department. • To report to and liaise with external agencies involved in the care of Learning Success pupils • The Learning Success department delivers support through a variety of approaches, including one-to-one lessons, withdrawal from mainstream lessons, in class support and the provision of a safe space for pupils for them to prepare themselves for return to mainstream lessons • To manage the Assessment SENCO ensuring that all screenings and assessments are scheduled and completed in a timely manner to support the pupils' learning and enable access arrangements to be in place with examination boards • To contribute to the Learning Success Department's Development and its implementation in line with the School Development Plan. • To maintain discipline within the learning success department in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To communicate effectively with students, the parents of students, outside agencies and SMT as appropriate. • To ensure the accuracy of claim forms, and the provision of support as outlined in EHCPs. • To prepare reports, pupil passports and IEPs as required

	<ul style="list-style-type: none"> • Participate in staff meetings, consultation and other school-based activities which may take place outside of the teaching day and participate in and/or contribute to extra-curricular activities. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students. • To take part in marketing and liaison activities such as Open Evenings and Parents Evenings. • To coordinate cross-curricular in-class support for SEN pupils. • To participate in the development and monitoring of whole school initiatives. • To carry out any other relevant tasks and duties as may occasionally be required and at the discretion of the Head. • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To teach an agreed number of 1:1 or group sessions per week. • To contribute to raising standards of student attainment • To lead two to three after school clubs per week.
<p>General Teacher Specific Tasks</p>	<ul style="list-style-type: none"> • To ensure familiarity with the contents of the Staff Handbook and take responsibility for implementing policy into practice. • To teach in the Learning Success Department as required by the timetable, effectively planning, preparing and delivering lessons in accordance with the Code of Conduct. • To maintain a good working knowledge of developments within specific subject areas taught. • To provide a high quality learning experience for every student based on targets which meet with internal and external quality standards. • To make use of all relevant data to ensure that the individual needs of students are met. • To manage behaviour of students in and out of lessons in line with the school policy and Ethos to encourage good practice among our students with regard to punctuality, behaviour and standards of work. • To undertake a share in the corporate responsibility for the wellbeing of students and student behaviour management, supporting all school policies relating to this and especially with regard to safeguarding and promoting the welfare of students, along with their protection. • To participate in the School's Internal Staff Development Programme. • To work effectively within a team context and contribute to effective working relationships within the school. • To be a form tutor if required.

Person Specification

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Factor	Essential	Desirable	Method of Assessment
Qualifications, Knowledge & Experience:	A good first degree in a relevant discipline.	Further subject-related qualifications. PGCE or other suitable teaching qualification.	Production of the Applicant's certificates
Experience:	Experience of dealing with young people aged 11+, preferably within an educational context. Qualified and a leading practitioner in dyslexia teaching or other SEN specialism. Experience of teaching students with SEND	Recent experience of teaching your subject(s) at the relevant level(s). Involvement in the marking of GCSE and/or A level examination scripts for a recognised Awarding Body. Experience in industry	CV Interview Professional references
Skills:	An ability to communicate effectively both orally and in writing. An ability to devise and implement a range of teaching strategies to promote learning and enjoyment of a subject. An ability to carry out administrative tasks accurately and efficiently to meet tight deadlines.	Good IT skills and an ability to use ICT to good effect in the classroom.	CV Interview Professional references
Knowledge:	Excellent communication and critical reflective skills, understanding the importance of listening.	Awareness of equal opportunities issues and how they can be tackled through teaching and learning	Contents of the Application Form Interview

	<p>Collaborative working practices developed and demonstrable, with the ability to manage change and work under the pressure of changing circumstances.</p> <p>An approachable and supportive disposition, so that others are confident that their concerns will be heard and will receive sympathetic treatment.</p> <p>Excellent interpersonal skills are necessary to sustain effective relationships on behalf of the school, both internally and externally.</p>	<p>strategies and other SEN provision.</p>	<p>Professional references</p>
<p>Personal competencies and qualities:</p>	<p>An ability to relate well to children and young adults and to recognise and respond to their varying educational and pastoral needs.</p> <p>Support the Christian nature of the school.</p> <p>To embrace the school's vision in day-to-day practice and model the behaviours and values expected of others.</p> <p>A proven commitment to their own professional and personal development.</p> <p>Keeness to seek feedback and the ability to remain positive when challenged or criticised.</p>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>

	<p>Discretion and the ability to maintain confidentiality.</p> <p>Reliability and flexibility.</p> <p>Proactively contribute to the school in areas such as clubs, trips and learning outside of the classroom.</p>		
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