

# Queenswood



PERSON SPECIFICATION  
AND JOB DESCRIPTION



Assistant  
Head  
Personalised  
Learning  
(SENCO)



## **JOB DESCRIPTION**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Job Title: ASSISTANT HEAD PERSONALISED LEARNING (SENCO)**

### **Main Purpose of the Job:**

To identify those girls who need additional learning needs, to encourage their support in class and to arrange intervention activities as necessary to support their needs.

**Reporting to:** Senior Deputy Head

### **Main Responsibilities and duties:**

#### Admissions-related

- Reading, summarising and notifying staff of incoming reports
- Assessing access arrangements for entrance exams
- To be present on Open days for parents to consult in relation to additional learning needs
- To liaise with feeder school and parents of incoming pupils

#### On-roll-related

- Maintenance of the Learning Support register, on and off ISAMS
- Summarising external EP reports
- Devising individual teaching and learning plans
- Arranging intervention lessons, supplying materials and programmes of study
- Arranging in-class support
- Training all teaching staff in suitable techniques for supporting each girl on the register
- Taking an active role in supporting and facilitating the Academic Scholar coordinator & programme.

#### Access arrangement-related

- Arranging for, or undertaking, assessments suitable for recommending support, including access arrangements
- Completing the necessary paperwork to enable access arrangements to be provided
- Liaison with the Exams Office, in particular the Access Arrangement Coordinator, to ensure that applications are made and arrangements provided
- Re-assessing at appropriate times to ensure assessments are “in date” for arrangements
- Liaising with school exam organisers to ensure externally valid access arrangements are provided for school exams
- Recording and storing school exam papers to build a record of “normal way of working”

#### Management of the Learning Support department

- To be part of the Senior Management Team
- Induction of new staff
- Appraisals
- Liaising with specialist practitioners
- Arranging and directing in-class support

### Other Liaison

- Parents
- External Educational Psychologists
- Outside agencies
- All staff to ensure that the personalised learning ethos permeates through the teaching and learning of the whole school.
- Key pastoral and academic personnel

### Person Specification:

#### Essential

- SENCO experience
- Qualified Teacher Status
- Possession of a current APC
- Qualified to Level 7 Teaching and Assessment
- Knowledge of current SEND code of practice and best practice
- Membership of Professional Organisation e.g. PATOSS or AMBDA
- Knowledge of current JCQ regulations where they refer to access arrangements
- An understanding of how personalised learning is central to the teaching and learning throughout the school.

#### Desirable

- Experience of online applications to Exam Boards
- Mental Health first aid training
- Work with EAL students.

#### Personal Qualities

- Kind and positive interest in individuals, both academically and pastorally
- The confidence to lead the whole staff in training and application of approach to teaching and learning
- Initiative and enthusiasm
- Ability to work as part of a team, and to lead one
- Respect for confidentiality of information concerning pupils and discretion in disseminating it.
- Ability to prioritise tasks
- Efficient and organised