



## **JOB DESCRIPTION**

### **SENCo/ HEAD OF LEARNING ENRICHMENT & DEVELOPMENT DEPARTMENT**

**Reporting to:** Heads  
Deputy Head  
Assistant Head (Academic)  
Assistant Head (Pastoral) & DSL

**Objective:** To oversee the day-to-day operation of the school's Learning Enrichment and Development Department

#### **Responsibilities and Duties:**

- To help lead and manage the learning support team, including timetabling and overseeing of ITPs and targets
- Co-ordinate and organise the learning support provision for children in the school utilising in-house and external learning support professionals and resources
- Work one to one with children or in groups, as required, supporting areas such as phonics and maths
- Monitor the records and progress of SEN children and update the SEN register
- Liaise with outside agencies such as Educational Psychologists and Occupational Therapists or the Local Borough
- Work closely with parents of children with special educational needs providing them with necessary guidance and advice
- To attend staff meetings and contribute to the in-house training of staff and organise insets
- Update the Learning Support policy annually
- Ensure support is implemented appropriately and in line with the school policy
- Contribute to the updating of the EAL and Gifted and Talented policies
- Review the school's Accessibility Policy and Plan regularly or as and when required
- To be able to understand and summarise EP assessments and discuss with staff and parents
- To ensure examination concessions are in place for children taking 7+, 8+ and 11+ external entry assessments, ESB or music board exams
- To work closely with and be able to advise class teachers of appropriate in-class support for a child with SEND
- To work closely with the Heads, Deputy Head and the Assistant Heads, (Academic & Pastoral)
- Displays full and active commitment to the protection and safeguarding of children
- To monitor developments in the field of learning support whether that be legislation, regulation or best practice and ensure that these are taken into account in policies and teaching practice at Garden House
- Oversight of the in school able, gifted and talented program