JOB DESCRIPTION: HEAD OF LEARNING SUPPORT /SPECIAL EDUCATIONAL NEEDS COORDINATOR (SENCO)

PURPOSE: Chengelo's stated purpose is to:
"Educate and train young people to become Witnesses to the Light of
Jesus Christ in Zambia and beyond"

The Head of Learning Support /Special Educational Needs Coordinator is the strategic lead of SEN provision in the school working with children from pre-school through to sixth form. They will create, deliver and oversee the effective implementation of a SEN framework into teaching and learning across the school.

ACCOUNTABLE TO: The Head of Learning Support /Special Educational Needs Coordinator is responsible to the Principal in all matters of management and strategic development of SEN.

WORKING RELATIONSHIPS: The Head of Learning Support /Special Educational Needs Coordinator will work closely with members of staff at all levels. The post holder will consult and advise SLT and SMT on opportunities for SEN development across the school as well as work closely with HODs and Primary subject leads to establish how to effectively embed SEN into teaching and learning.

The Head of Learning Support /Special Educational Needs Coordinator will also train and empower all staff to understand the challenges of those with special educational needs and how to best equip the students to succeed.

RESPONSIBILITIES:
1. Teaching and Learning
- Create a school wide strategy for the introduction of an SEN programme.
- Ensure that screening for SEN across the school has a systematic and thorough approach.
- Analyse the results of screening tests and formulate an intervention strategy for each individual student that requires it.
- Deliver individual and group intervention sessions that empower the students to better access the curriculum, secure well-being and equip them with life-long strategies for success.
- Ensure the effective provision of teaching and behaviour support to students.
- Keep record of, monitor and report on each child's progress.

2. Staff
- Oversee and deliver whole school staff training to further their understanding of SEN and how to plan and implement effective strategies in the classroom, inspiring them to commit to supporting students in this way.
- Liaise with staff to identify those students who show signs needing additional support.
- Support individual staff members as necessary to help them better meet the needs of students with SEN.
- Liaise with the examinations officer to ensure that the necessary access arrangements are made.

- Maintain the school's SEN policy, procedures and codes of practice and ensure this is reviewed, according to the school's schedule.

3. Resources and Infrastructure
- Ensure that there is appropriate time and space for individual mentor sessions.
- Plan for and manage the SEN budget to source and supply staff and students with additional resources and training materials that will enhance the SEN students' learning experience.

4. External relations
- Communicate effectively with parents to explain any necessary diagnostic testing, the results thereof and intervention strategies that the school will implement.
- Provide regular feedback to parents on student progress.
- Advise and refer parents to any external agencies that can also offer support and guidance.
- Liaise with SEN Agencies to organise a calendar of assessment, staff training and intervention.
- Link with other SEN Coordinators both nationally and internationally to stay up to date with and share best practice.

5. Pastoral Care, Spiritual Growth and Enrichment
- Contribute and benefit from the wider life of the school by getting involved in student and staff programmes that promote community life, well-being, enrichment and spiritual growth.

REVIEW AND AMENEDMENTS
The Head of Learning Support /Special Educational Needs Coordinator will undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.