



**SENCo and Learning Support Teacher**  
(combined role)

Annual salary of £24,100 - £30,025  
per annum depending on experience.

Start date: April 2019

Closing date: 14<sup>th</sup> December 2018

SENCo and Learning Support Teacher

In this application pack you will find information about the position and the school. The **job description** outlines the tasks that the successful candidate should expect to undertake once in post. The **person specification** outlines the kind of person we are looking for. Please read this information carefully.

The details of this role are as follows:

Age Range:	14-18 year olds
Working hours:	08.00 – 17.00 5 days a week (plus weekly faculty meeting)
Annual leave:	School Holidays (excluding Inset Days)
Contract type:	Permanent.
Salary:	£24,100 - £30,025per annum depending on experience.
Start date:	April 2019

If you have any queries or need further information about the position please do not hesitate to contact HR on 01342 828256 or email [HR@michaelhall.co.uk](mailto:HR@michaelhall.co.uk)

## Application process

To apply for this role you will be required to complete the school's standard application form (which you can find on the Job Opportunities page of our school website) and return it electronically to [hr@michaelhall.co.uk](mailto:hr@michaelhall.co.uk) or by post with any requested supporting documentation.

Please note that it is not necessary to enclose a separate CV, although you may do so if you wish – however, we still require a completed application form.

Closing date for applications: **14<sup>th</sup> December 2018**

You will be notified as soon as possible after the closing date, if you have been selected for an interview.

If you have not heard from us one week following the application deadline, your application has been unsuccessful on this occasion.

**Previous applicants need not apply.**

*Michael Hall School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.*

*Michael Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check.*

## Job Descriptions

### SENCo Areas of Responsibility and Key Tasks

- Regularly liaise with the Exam Officer
- Assess students for Exam Access Arrangements
- Ensure that the school carries out its statutory responsibilities regarding all students with an EHC Plan.
- Ensure that the school is compliant with relevant aspects of the Equality Act 2010 and Code of Practice 2014
- Lead and implement on departmental developments of SEN provision
- Put provision in place to ensure progress of pupils within the Learning Support Department is recorded through clear target setting and easily identifiable measures
- Be aware of tracking and monitoring records for the whole school – identify pupils requiring specific support in order to provide interventions/booster classes/enrichment to aid and boost pupil's performance as necessary
- Support all staff in understanding the needs of SEN pupils through up-to-date information, workshops and training
- Work closely with the Class Teachers, Guardians, Subject Teachers, Assistants and Assistant Teachers to develop strategies for use in class
- Analyse and interpret relevant school data, i.e. class screenings and progress reports/tracking
- Present, inform and offer professional advice to parents in various forums – meetings, workshops, presentations
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision
- Be responsible for upholding and developing the SEN policy of the school and keeping the SEN register updated on iSAMS and CPOMS.
- Review and write development plans for the SEN provision in the school
- Be part of the Admissions and Exclusion process
- Ensure that all paperwork is in place for students' access arrangements
- Provide yearly training to staff regarding access arrangements

### Teaching and Learning

- Assist Guardians and the faculty chairs in dissemination of the most effective teaching approaches for individual pupils with SEN plus key identified pupils
- Ensure that Access Arrangements are applied in all tests as well as exams.
- Be able to teach class based lessons
- Conduct lesson observations and feedback to all teachers in liaison with the faculty chair.
- Attend Subject Teachers' meetings

- Work with staff to develop effective ways of bridging barriers to learning through:
  - Assessment of needs
  - Monitoring of teaching quality and pupil achievement
  - Supervise the regular screening of classes for academic progress and identification of individual needs
  - Creative planning and implementation
  - Target setting
  - Keeping accurate records
  - Undertake day-to-day coordination of SEN pupils' provision through close liaison with staff, parents, and external agencies
  - Collect and interpret specialist assessment data to inform practice
  - Work with the Education Management Team, Subject Teachers, Class Teachers, Guardians, Pastoral Care Team, Behaviour Coordinator and Eurythmy Therapists, to ensure all pupils' learning is of equal importance and that there are high and realistic expectations of pupils
  - Develop extra-curricular clubs and enrichment opportunities for all pupils in order to stretch and extend skills

## Leading and Managing

- Liaise with the Faculty Chairs regarding embedding the Appraisal system within the School
- Excite and motivate the teaching faculties with new ideas, creative and innovative strategies
- Provide professional guidance to teaching staff to secure excellent teaching for SEN pupils and individual pupils
- Advise on and contribute to the professional development of whole staff, including whole school INSET provision
- Provide regular information to the Faculty Chairs on the evaluation of SEN provision
- Coordinate all biannual reviews and reviews of Provision Plans and Individual Education Plans where appropriate and attend/chair when necessary
- Exercise a key role in assisting the Faculty Chairs with the strategic development of SEN policy/provision

## Staffing, Resources and Integration

- Advise the Faculty Chairs of priorities for deployment of learning support staff, and utilise resources with maximum efficiency
- Maintain and develop resources, coordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies
- Work with external agencies to maximise resources made available
- Liaise closely with the other SENCo within Michael Hall to ensure progression of appropriate support.

## Learning Support Teaching Job Description

### Job Purpose

- To ensure the effective education of the SEN pupils for whom you have responsibility, giving attention to their development spiritually, morally, socially, emotionally, physically and intellectually.
- To ensure continuity and progression of policy and schemes of work within the agreed areas of responsibility as listed below.

### Key Responsibilities

- To the children for whom you are responsible at any one time; for effective learning and good behaviour.
- To colleagues for their professional development.
- To parents and pupils, to ensure effective and constructive home/school liaison.
- Be part of a team who regularly screens classes for academic progress and identification of specific learning needs

### Key Tasks

- To ensure the effective education of pupils in your care, in line with the school's mission statement, policies, and schemes of work.
- To plan, provide and review class, group, or individual activities that lead to the effective education of the children in your charge.
- To maximise the potential of each child in all areas of his/her development and to differentiate work according to ability.
- To ensure the good behaviour and safety of all children in your care, and to develop within them positive attitudes towards themselves, adults, peers, property and work.
- To participate in agreed school assessment procedures, and maintain effective records in relation to the progress of the group and individual children.
- To develop and maintain a harmonious and constructive home/school partnership.
- To share in the development of positive school/community relationships.
- To consult and inform parents regarding the progress, attainment and attitude of their children.
- To attend Faculty Meetings, Open Mornings, Parents' Evenings, Inset Days and other occasions as directed.
- To participate in arrangements for further training and the development of your own professional skills and knowledge.
- To participate in reviewing and writing non-subject policies.
- To create a stimulating, lively, orderly and tidy environment for all children in your care, instilling in them good habits and respect for their environment.
- To be part of the advertised duty rota.

## Key Tasks Relating to Assigned Area/s of Responsibility

The role of the learning support teacher will be:

### Curriculum:

- Report to the Faculty Chair
- To deliver the learning support as required
- To liaise with Class Teachers and Guardians about children with special educational needs
- To keep abreast of current educational thinking with regard to Special Educational Needs
- To attend Faculty and Department meetings.

### Communication:

- Communicate effectively within the school
- Act as consultant to colleagues
- Encourage positive attitudes
- Inform newly appointed colleagues of School Policy regarding SEN and give support as required
- Communicate with the wider community, e.g. parents as appropriate.
- Liaise with other agencies and support services as necessary.

### Assessment and Monitoring:

- Assess and evaluate the delivery of SEN provision throughout the school, ensuring consistency with school policies as appropriate.
- Assist in the process of monitoring and moderating levels of achievement within the school.
- Observe, on occasion, the teaching of the agreed curriculum and differentiation in classes and look at children's work.
- Oversee the development and use of agreed systems of record keeping.
- Familiarise yourself, advise on, and support the implementation and use of agreed assessment procedure at all levels.

### Resources:

- Evaluate existing resources
- Manage the purchase and deployment of resources – keeping shelves, cupboards, rooms and areas ordered and tidy.

### Professional Development:

- Attend appropriate courses and report back.
- Keep up to date by personal reading.

### Other Duties:

- All teachers are required to partake in additional duties e.g. lunch or break time supervision or cover lessons

**Person Specification for the combined role**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Evidence of qualified teacher status e.g. B.Ed., PGCE, Steiner Class Teacher</p> <p>Demonstrable relevant experience</p> <p>Evidence of relevant training and commitment to further professional development</p> <p>Diploma in SpLD or similar, or in the process of studying for such</p> <p>Level 7 postgraduate award of proficiency in assessment for access arrangement</p>	<p>Experience of working in a senior management team role</p>
<b>Experience</b>	<p>Extensive experience of SEN teaching</p> <p>Experience of leading a team of teachers</p> <p>Experience of training other teachers and support staff</p> <p>Experience of setting targets and monitoring, evaluating and recording progress</p> <p>Whole class and 1:1 teaching experience</p> <p>Experience in working with EHC Plans</p> <p>Data Analysis</p>	<p>Experience of budget management</p> <p>Experience of developing provision for Gifted and Talented students</p> <p>Experience of teaching Lower and Upper School</p>
<b>Knowledge and Understanding</b>	<p>SEN identification and provision</p> <p>Theory and practice of providing effectively for meeting SEN in a mixed ability class situation</p> <p>Equal Opportunities, Health and Safety, SEN Code of Conduct and Child Protection knowledge</p> <p>Effective planning, monitoring assessment and record keeping to promote high quality teaching and learning</p> <p>Familiarity with the concepts of more able and gifted and talented</p> <p>Good understanding of curriculum and pedagogical issues related to extending pupil performance and the development of thinking skills</p>	<p>Good understanding of factors promoting effective transfer of learners from one phase of education to the next</p>

	Steiner Waldorf experience or willingness to train	
<b>Skills</b>	<p>Ability to create a happy, challenging and effective learning environment</p> <p>Commitment to working as part of a team and encouraging others</p> <p>ICT literate</p> <p>Sound organisational skills</p> <p>Ability to communicate well and establish firm and consistent boundaries</p> <p>Ability to build effective professional relationships</p> <p>Proactive/problem solving skills</p> <p>Advise and motivate teaching staff with SEN initiatives</p> <p>Present clearly a wide range of specialised information to both educationalists and non-educationalists</p> <p>Make consistent judgements based on careful analysis of available evidence</p>	
<b>Professional Development</b>	Values professional development	Evidence of recent professional development activities
<b>Personal Attributes</b>	<p>A good sense of humour</p> <p>Patience/creativity/initiative</p> <p>Flexibility/adaptability/reliable</p> <p>Supportive and engaged with the school's mission statement and values</p>	Understanding of Anthroposophy

## Our objectives

Michael Hall's strategic objectives can be summarised as follows:

- To deliver a consistently excellent standard of Steiner Waldorf education to every pupil in the school.
- Subject to not compromising on quality, to offer a Waldorf education to as many children as the school can properly accommodate.
- To be a comprehensive school, educating pupils with a wide range of abilities, predominantly in mixed-ability classes.
- To support excellence in education by training and developing all current teachers and support staff in the school.
- To ensure that Michael Hall is a sustainable enterprise in every sense, continuously developing to meet emerging challenges and viable in the long term.