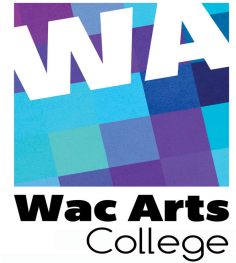


# LITERACY CO-ORDINATOR & SENCO



## JOB DESCRIPTION

### Job Purpose

#### Literacy

To co-ordinate, plan, prepare and implement programmes of work in Literacy to groups of Key Stage 4 and post-16 pupils, many of whom have special educational needs and have been excluded or do not currently attend a mainstream school.

In addition, to develop, co-ordinate and take responsibility for raising standards within the chosen subject area/s.

#### **SENCO:**

To work closely with the Headteacher, Senior Management Team and Wac Arts Disability Officer in the strategic development of the school's Special Educational Needs (SEN) policy and strategy. To provide SEN services to enhance the development and learning of young people and to inform and support those who are responsible for their education and care. To aid Wac Arts College in fulfilling its duties in respect of the identification and assessment of children with special needs, with responsibility as SENCO.

#### **Duties and responsibilities:**

- To lead the development of programmes of work, appropriate syllabuses, resources, schemes of work, assessment and aid the leadership team in developing teaching and learning strategies to enhance student's understanding and use of language
- Assess pupils' academic, emotional, behavioural and social needs and carry out literacy programmes to meet those needs.
- Make written and verbal contributions to Individual Education Plans and carry out tasks identified in these plans.
- Select, develop and modify teaching materials and resources to enable pupils to make academic progress.
- Use a range of teaching and learning strategies to motivate pupils with a range of educational and/or medical needs and emotional/behavioural difficulties.
- Use relevant classroom management strategies to create a purposeful environment for teaching and learning to take place.
- Maintain accurate and up-to-date records on pupils and write reports on their progress and development for termly reviews and multi-agency assessments
- Work in partnership with parents/carers through home visits, parents; evenings and phone calls, as appropriate to encourage their support and inform them of the progress of their child.
- Liaise with outside agencies to make appropriate and relevant provision for pupils.
- Assist with programmes of preparation for the world of work, training and college through pastoral and academic preparation of the pupils.
- Contribute to, and where required, participate in therapeutic group work and support in other classes outside of the area of responsibility.
- Keep up to date with current developments in Special Educational Needs and with the requirements of Department for Education policies and guidance particularly for children being educated outside mainstream school.
- Undertake any organisational and administrative work and preparation associated with teaching.
- Work as part of a team to support the achievements of the mission and strategic objectives of Wac Arts College.
- Undertake other duties as directed by line managers commensurate with the post.



- Pro-actively support and develop the ethos and work overall of Wac Arts College.
- Adhere to and participate in daily routines which contribute to the effective overall running of Wac Arts College.
- To be flexible within the broad remit of the post.
- To work in a flexible way including evenings and occasional residential weekends and to undertake home visits.
- To take part in Wac Arts College team meetings, events and training as necessary.
- To contribute to the development and implementation of the overall ethos/work/aims of Wac Arts College.
- To implement School Policies and Procedures, e.g. Teaching & Learning, Behaviour Policy, SEN, Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.

#### Additional SENCO Duties:

- With the support of, and under the direction of the Headteacher and Senior Management Team members, provide strategic direction and development of SEN provision at Wac Arts College.
- Monitor the progress of objectives and targets for pupils with SEN
- Support the identification of and disseminate the most effective teaching approaches for pupils with SEN
- Work with the Headteacher and SMT members to develop effective ways of bridging barriers to learning through
  - Assessment of needs
  - Target setting, including IEPs & ILPs
  - Teaching individuals and small groups of learners as appropriate
  - Ensuring effective development of learner literacy skills
- Collect and interpret specialist assessment data to inform practice.
- Work with all Wac Arts College staff to ensure all pupils' learning is of equal importance and that there are realistic expectations of pupils.
- Provide professional guidance to staff to secure good teaching of SEN pupils, through written guidance, meetings and training.
- Provide regular information to the Head Teacher and Governing Body on the evaluation of SEN provision.
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies.
- Co-ordinate all Annual Reviews and attend Annual Reviews for students with statements to help facilitate continuity and progression through the development of a transition programme.
- Offer consultation to Wac Arts College staff and other professionals, as appropriate, regarding their difficulties and needs of the young people.
- Provide information and advice on the developmental and learning needs of young people referred to Wac Arts College.
- Provide training opportunities for other teachers and classroom assistants to learn about SEN.
- Work collaboratively and contribute to the development of efficient and effective inter-agency partnerships, such as YOT, Connexions, Speech and Language Therapy, CAMHS, etc.
- Monitor the progress of students with Special Educational Needs and advise staff on strategies to remove barriers to the learning of young people.
- Review and update policy documentation related to this area of work.

This job description is neither exhaustive nor exclusive and may be changed from time to time to include other duties commensurate with the post-holder's skills and abilities.

## LITERACY CO-ORDINATOR/SENCO

### PERSON SPECIFICATION

Qualifications	Essential	Desirable
An outstanding classroom practitioner	✓	
Experience of teaching across the 14-19 age range	✓	
Qualified Teacher Status		✓
Experience in mainstream education		✓
National Award for SEN Co-ordination, or working towards it.		✓
Skills and Abilities		
Experience of teaching across 14-19 age range	✓	
An outstanding classroom practitioner	✓	
Communicate effectively with a wide range of client groups work within a collaborative and inter-disciplinary framework	✓	
Identify and assess the educational needs of pupils	✓	
Develop and maintain good working relationships with pupils and use teaching strategies which meet their needs	✓	
Maintain records and prepare written reports in accordance with Wac Arts College procedure and current legislation particularly that which relates to Special Educational Needs		✓
Ability to write clear and concise reports	✓	
Set standards and models of good practice	✓	
High level ICT skills to support learning and administration	✓	
Be emotionally resilient and able to work in a challenging environment	✓	
Maintain productive working relationships with colleagues and other professionals	✓	
To use initiative and work independently where necessary	✓	

Demonstrate a creative, committed and enthusiastic approach	✓	
Working in partnership with other agencies and voluntary services	✓	
Understanding of the Code of Practice and the statutory processes in place for SEN learners		
A range of therapeutic techniques suitable for use with children and young people		
How children think and learn and what young people with Social, Emotional and Behavioural difficulties experience		
Evidence of a commitment to equality of opportunity and social inclusion	✓	
Possess good interpersonal skills	✓	
Have a flexible approach to work	✓	
<b>Experience</b>		
Working with pupils who have emotional, behavioural and/or medical difficulties	✓	
Teaching pupils with special educational needs in a variety of modes including individual, group and classroom teaching	✓	
Working with young people and their families	✓	
Preparing and entering pupils for assessment for portfolios, examinations and tests		✓
<b>General and Personal Qualities</b>		
Good written and oral communication skills	✓	
Ability to work with a range of partners both within the school and beyond in the wider community	✓	
Demonstrate the ability to drive projects forward and successfully complete projects		✓
Excellent health and stamina	✓	
Team player	✓	
Potential for further advancement		✓

<b>Knowledge</b>		
A good understanding of the National Curriculum and the implications of recent legislation as it relates to special educational needs. E.g. Special Educational Needs Code of Practice	✓	
Awareness of current materials, resources and approaches used in teaching pupils with special educational needs, particularly, pupils with social, emotional and behavioural difficulties	✓	
A knowledge and understanding of the social, emotional and intellectual needs of adolescents.	✓	
Understanding of the Code of Practice and the statutory processes in place for SEN learners		✓
A range of therapeutic techniques suitable for use with children and young people		✓
How children think and learn and what young people with Social, Emotional and Behavioural difficulties experience		✓
How ICT can both enhance and extend learning and improve the administration of SEN		✓