

Job description

SENCo (Part time - 3 full days)

Salary: Salary £30,160 - £35,360 (pro rata)

Bridge School Malvern is an independent Special Needs School supporting pupils aged 11-19. Due to school development, we are pleased to be recruiting an additional SENCo to solely support our 16-19 provision based in Barnards Green, Malvern. We have three micro businesses and a team of teachers and careers coaches delivering an employability based curriculum and supporting the young people's wider needs.

You will be a qualified teacher and be an experienced SENCo holding the National Award in Special Education Needs (NASENCO) . You must be dedicated and interested to improve the outcomes of young people with SEN and a range of complex needs. You will need to be able to build rapport quickly with young people with SEN and complex needs. You will be timetabled to deliver interventions and also guided Speech and Language work. You will need to be well organised, with excellent planning and communication skills. You will be an enthusiastic team player and provide advice and guidance to staff to help develop the young people. Be emotionally resilient and of a stable disposition. You need to be able to cope with sudden changes and have the confidence to deliver colleagues prepared sessions when covering for staff sickness.

The role is 24 hours per week 9.00am - 5.00pm 3 days per week (days and hours can be negotiated although a Wednesday is essential). The salary is pro rata full time equivalent, 40 hours, it is inclusive of the usual school holidays. Candidates will be required to undergo an Enhanced DBS Check.

Applications are to be made by submitting your CV **with a covering letter stating your suitability for the role.**

We will be assessing applications on a rolling basis and may shortlist and invite candidates to interview before the closing date.

If you wish to enquire about the post, please contact Neil Hornby on 01684 778400.

Bridge School Malvern and all its services, are committed to safeguarding and promoting the welfare of children and young people, therefore all workers and employees within Bridge School Malvern are expected to share this commitment.

We are an equal opportunities employer. Equality & Diversity Policy is available on our website www.bridgeschoolmalvern.org

Main purpose of the role

To be responsible for the day-to-day operation of the Business Centre's SEN policy ensuring the school carries out its statutory responsibilities for SEN pupils.

To coordinate support for pupils and liaise with their parents, teachers and other professionals who are involved with them.

Responsibilities

- Plan and carry out EHCP reviews and associated administration and system updates.

Transfer information from EHCPs into IEPs for staff reference, specifically identifying specific learning strategies and interventions.

Develop and oversee the implementation of SEN strategies for pupils

- Provide advice, guidance and training to staff on how to interpret and deliver strategies and interventions as stated in EHCPs.

Advise staff on changes to IEPs and provide advice, guidance and training on any new strategies and interventions relating to specific pupils.

Ensure staff have the specialist resources required of specific pupils, i.e writing slopes, overlay, standing desks etc.

Provide regular updates at daily team debriefs.

- Liaise with Assistant Head and wider staff team to recommend and advise on interventions for pupils.

Coordinate and lead pupil case studies; review and update IEPs in light of decisions.

Make referrals and liaise with external professionals - this could include psychologists, health and social care providers, speech and language therapists and occupational therapists; apply for funding as necessary

Work closely with the Speech & Language Therapist and ensure implementation of S&L strategies and track progress

- In consultation with Assistant Head, respond to referrals
- Plan, coordinate and manage the transition of new pupils, or the reintegration of existing pupils as required.
- Consult with the Assistant Head and headteacher in relation to attendance or engagement concerns; identify interventions; and keep alternative provision records up to date.
- Update 'Welfare Call' Personal Education Plans (PEPs) and attend meetings
- Liaise with the Manager at BTGM regarding referrals and respond to the LA on the school's behalf within the required timescales.
- Keep up to date with national and local policies related to SEN, particularly the government's SEND Code of Practice; areas of growing interest and provision; cascading information to the wider team.

General activities

- Accurate and timely electronic record keeping
- Chair debriefs as required
- Ensure you are familiar with, and comply with the Safeguarding Policy and Health Safety Policy.
- Attend Team Meetings/Team Update meetings
- Comply with confidentiality and data protection guidelines at all times
- Support the ethos of the Bridge and follow routines and procedures
- Carry out other duties as directed by the Headteacher and Deputy Headteacher
- Take part in CPD

Job Types: Permanent, Part-time

Part-time hours: 24 per week

Salary: £30,160.00-£35,360.00 per year

Schedule:

- Monday to Friday

Experience:

- Special Needs Education Teachers: 1 year (preferred)

Work Location: One location