

Brighton Waldorf School

Job Description

SENDCo

Place of Work:

Brighton Waldorf School, Roedean Road, Brighton BN2 5RA

Times of Work: 4 days a week. Core hours are 08.30 - 16.15, plus availability for after school pedagogical meetings

Remuneration: £20,500 pro rata

Contract: Permanent

Interview Date: TBC

Closing Date: Until filled

Start Date: As soon as possible

Probationary Period: One term

How to Apply:

Applications for the post should be made on the standard application form, downloadable from the website, and emailed as a Word document or pdf to: admin@brightonwaldorfschool.org

www.brightonwaldorfschool.org

The Brighton Waldorf School, Roedean Road, Brighton, East
Sussex, BN2 5RA Tel: 01273 386300 Email:

enquiries@brightonwaldorfschool.org Company Limited by Guarantee

No. 2395378. Registered Charity No. 802036

Scope

This role covers all children enrolled in the school. The daily teaching of the children is the accountability and responsibility of teachers and learning support assistants.

General

The SENDCo is responsible for leading and project managing all aspects of SEND assessment, learning support, support plans/reviews and sourcing of external support. This is a management role.

Specific

- **Leadership and Management.** Lead, manage and develop the additional needs department, including learning support teachers and assistants.
- **Screening and assessment.** Source and organise whole-class or individual screenings and assessments as appropriate. Review screening tests and assessments, and follow up with action where appropriate.
- **Observations.** Observe in classes and follow up with reports, feedback and recommendations to teachers.
- **Record keeping.** Ensure that there is a system in place for centralising SEND records and ensure that all teachers are informed about children's needs and can differentiate accordingly. Maintain learning support records, to include details of pupils' additional needs, support, monitoring arrangements, reports from outside agencies, correspondence with parents, test results, parental consent and any other relevant documentation.
- **Communication.** Proactively update teachers about additional needs and represent the additional needs department where required at coordination group meetings and college of teacher meetings. Liaise with teachers regarding individual pupils and give advice as to differentiation, support, action plans, ISPs, etc. and keep parents up to date about the support for their child.

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- **Differentiation.** Observe lessons and advise teachers regarding outstanding differentiation to ensure the school's education meets the needs of all pupils and is adequately evidenced.
- **Gifted and talented.** Work with teachers to compile a register of gifted and talented pupils. Meet teachers regularly to review these pupils' progress, ensure plans address their needs and that the more able pupils are being adequately developed.
- **Review of individual plans.** Leading the improvement, completion and review of Individual Support Plans, in conjunction with teachers who input into and apply the strategies. Organise and attend annual reviews of EHCPs/statements and co-ordinate required actions after reviews.
- **Liaise with other professionals,** including the sourcing and introduction of appropriate external consultants (e.g. educational psychologists) and bodies (e.g. local authorities). Attend relevant conferences and updates. Maintain and build contact with a list of approved providers (e.g. therapies, counsellors) and refer families or pupils as necessary with approval from the College of Teachers and School Director.
- **Admissions.** Assess applications where additional needs are identified to evaluate whether the school can meet the needs of the applicant, in line with budgetary and legislative demands. Work with Early Years colleagues to ensure that transition to Lower School is supported, with particular attention to those with additional learning or behavioural needs. Where concerns are raised, gather relevant information from all relevant agencies and ensure this informs decision making.

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Person specification

- Ability to lead and manage a team.
- Can demonstrate a track record of differentiation strategies.
- Track record of successfully tracking and recording intervention strategies and support.
- Experience of carrying out standardised screening and assessments.
- Highly literate with sound report writing and policy writing skills.
- Excellent organisational skills.
- Ability to lead and manage pupil assessments, liaise with teaching staff, and ensure appropriate support is provided as identified in the assessments.
- Excellent communicator, able to deliver feedback to teachers constructively, confidently and diplomatically.
- Able to liaise with parents with sensitivity and confidence.
- Commitment to Waldorf education and principles.
- Flexible, positive attitude.
- Drive and the ability to get things done.
- Attention to detail.
- Impeccable confidentiality.
- Excellent IT skills, including Word and Excel.

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Brighton Waldorf 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 post-holders are subject to a satisfactory enhanced DBS and barred list check. All staff are required to undertake Child Protection Training.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from the country of residence, as well as evidence of eligibility to work in the United Kingdom. Candidates who have lived abroad during the last three months, will also be asked to provide criminal records clearance from the country(ies) of residence during that time.

Further information about our school can be found on our website
<https://www.brightonwaldorfschool.org/>

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admin@brightonwaldorfschool.org

If there is any reason you are not able to email your application, please state why, and send by post to:

The Administrator
Brighton Waldorf School
Roedean Road
Brighton
BN2 5RA

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