

**HILDEN GRANGE SCHOOL**  
**62 Dry Hill Park Road**  
**Tonbridge**  
**Kent, TN10 3BX**

**α+ Alpha Plus**  
group  

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the **Gold Standard** in education

## **JOB DESCRIPTION**

**Job Title**            **SENDCo**

**Reports to:**        **Assistant Head Academic**

**Location**           **Hilden Grange School, Tonbridge, Kent**

### **Job Purpose**

We are looking to recruit a part-time (three days per week) suitably qualified graduate, SENDCo, who has a passion for learning and for supporting children from age 3 to 13 with AEN.

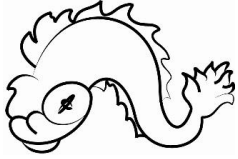
### **Duties and Responsibilities**

#### **Main Purpose of the Job**

The successful applicant will be expected:

#### **1. Oversee the day to day operation of the school's SEND policy:**

- Maintain the school's SEND policy document and record of pupil needs
- Maintain SEND Departmental Handbook
- Complete yearly Departmental Evaluation
- Complete ISC yearly Census
- Complete yearly Strategic Development Plan
- Complete Hilden Grange yearly Self Evaluation Plan
- Complete SEND section of Alpha Plus Annual Review
- Complete SEND staff Annual Review
- Oversee preparation of SEND Register, Monitoring Register, Exam Access Arrangements, Recommendations for Classroom Support, Form Lists showing SEND Support and EAL pupils, Individual Pupil Support programmes/IEPs, EHCPs for children with SEND
- Understanding of what makes 'quality first' teaching , and of effective intervention strategies
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Maintain a directory of appropriate specialists and outside agencies able to provide local support
- Keep up-to-date with relevant legislation (including the Code of Practice, SENDA and European Legislation relating to Human Rights):
- A commitment to getting the best outcomes for pupils and promoting the ethos of the school
- A commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability
- A commitment to maintaining confidentiality at all times
- Attend Alpha Plus SEND Forums



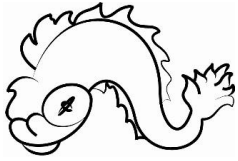
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- Attend courses for professional development.
  - Responsibility for SEND Budget and Resources
- 2. Co-ordinate provision for children with learning difficulties and disabilities and special educational needs:**
- Support SLT/Examinations Officer to ensure that the national regulations on arrangements for pupils with special needs in external examinations are met and that appropriate arrangements are also made in internal examinations
  - Attend English Departmental Meetings when individuals causing concern are discussed
  - Attend, and supply relevant information, at all pastoral meetings
  - Attend, and supply relevant information, at all Progress Meetings
  - Produce, implement and review IEPs, or similar, twice a year where necessary based on information provided by staff
  - Liaise with parents, children and external agencies
  - Explain the objectives of any intervention to pupils and parents
  - Provide initial screening for learning difficulties and disabilities
  - Summarise external assessments for inclusion in the school's Learning Support Register
  - Make appropriate decisions based on analysis and interpretation of relevant data and information (in liaison with the SLT and others)
  - Make informed judgements on when to consult with others, including external agencies (in liaison with the SLT)
- 3. Liaise with and advise fellow teachers across the school:**
- Liaise with Heads of Department / teachers / other appropriate support/ peripatetic staff over specific concerns about individuals and set up identified follow-up processes and/or referrals
  - Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND
  - Provide guidance on the implementation of support programmes initiated
  - Discuss INSET needs which arise with the INSET Co-coordinator.
  - Make appropriate judgements over issues of confidentiality.
  - Liaise effectively with Head, staff, parents, external agencies (as appropriate).
- 4. Manage learning support staff:**
- Manage the intervention and 1:1 support team programmes through KS1-KS3.
  - Construct termly timetables for KS2/3 SEND Learning Support Specialists for 1:1 support programmes
  - Discuss and confirm termly timetables for KS1 Learning Support Staff
  - Co-ordinate provision of support programmes in KS2 – Reading Intervention, Spelling/Phonics Intervention, Comprehension/Inference Skills Intervention, Vocabulary Enrichment Support, Maths Intervention, Lego Therapy, Wordshark, Touch Type Read and Spell program, Handwriting Club, BEAM Club



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- Discuss and confirm provision of support programmes in KS1 – Reading Intervention, Spelling/Phonics Intervention, Maths Intervention, Sensory Circuits, Clever Fingers/Handwriting Intervention, Lego Therapy
- KS2 – timetable extra in-lesson support
- Liaise with Early Years SENDCo.

**5. Oversee the records of all children with SEND:**

- Maintain a confidential SEND file for each child containing all relevant reports which shall be available to staff who are directly involved with the child.

**6. Entry Assessments:**

- Support the assessments of children who are candidates for entry to the school and advise the Headmaster on their suitability for admission.

**Qualifications, Skills and Experience**

- Qualified teacher status
- National Award for SEND Co-ordination (NASENCO Award)/other appropriate qualification – or complete within 3 years of appointment (preferable)
- A proven track record of effective working with pupils within the age range of the school
- Evidence of consistent good teaching ability/experience
- Other qualifications related to SEND (desirable)
- Ability to work under pressure and prioritise effectively
- Data analysis skills, and the use of data to inform provision planning
- Ability to plan and evaluate interventions
- Experience of conducting training/leading INSET

**Signature & Date of Post Holder**

**Job Holder:**

**Signature:**

**Date:**

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*APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.*

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