



Lead SENDCO	
Department:	Day School Sixth Form
Reports to:	Teaching and Learning Coordinator
Responsible for:	SEND department
Working Pattern:	Full Time, Permanent
Hours:	All operational hours
Salary:	£37 - 42k
<p><i>ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2021 regulations and to hold an enhanced DBS.</i></p>	
Background to ArtsEd	<p>ArtsEd originated from two schools, one founded in 1919 by Grace Cone and one founded in 1922 by Olive Ripman. These two educational pioneers believed passionately in the value of combining a general academic education with specialised training in dance, drama, music and art. They were committed to preparing young people for professional careers in or related to the theatre. In 1939, Grace and Olive joined forces to create the Cone Ripman School, subsequently named the Arts Educational Schools. Dame Alicia Markova and Sir Anton Dolin drew almost exclusively on ArtsEd students to help them create their revolutionary company London Festival Ballet, which eventually became the English National Ballet. Ballerina Dame Beryl Grey became Director of the Schools in the 1960s. ArtsEd continued to innovate, introducing both professional acting and musical theatre courses and in 1986 moved to its present home in Chiswick. In 2007, Lord Andrew Lloyd Webber became President, heralding an auspicious new era for ArtsEd.</p> <p>The Day School and Sixth Form is an independent school that specialises in performing arts education alongside a traditional academic timetable. The school has recently undergone significant building development work and is proud to be one of the leading institutions of its kind, anywhere. The students at ArtsEd get to spend a significant part of each day doing what they love, which means we students that are happy, passionate, and truly enjoy coming to school.</p>
Summary of the role:	<p>The general aim of this post is to sustain and improve the quality of learning support that is offered to the pupils and students in the school. In particular, the post requires the successful candidate to manage the running of the SEND department and line manage staff where applicable and monitor all SEND students in terms of progress and intervention, deliver targeted support for an identified cohort of students with SEN, and aim to further develop the school's learning support strategies. The candidate would need to line manage and support other SEND staff and manage their CPD where needed.</p>
Key Responsibilities:	
	<ul style="list-style-type: none"> To manage the department and its staff with dynamism, professionalism and clearly defined targets and ambitions. To support staff with any of the delegated areas listed here. To ensure that all members of staff are always supporting their

students.

- To collate and disseminate all relevant information, Action Plans (Individual Learning Plans), and teaching strategies relating to students in the Day School and Sixth Form.
- To organise and contribute and oversee the learning support for identified students in the Day School and Sixth Form with a particular focus on academic literacy and enabling students to produce high quality written work for A Level and BTEC.
- To collate all data and information held (e.g. Educational Psychologists' reports) for our SEND Database. Make this available to all teachers in the form of Individual Learning Plans and update regularly.
- To hold annual reviews for pupils with EHCPs. Monitor how outcomes, set out in the EHCP, are being implemented and achieved throughout the year especially in post 16 review.
- To develop successful SEN working practices and teaching strategies for the school, and to share these strategies with teaching staff via INSET and support as appropriate.
- Keep abreast of new developments in special needs education and share these with staff when appropriate. Attend appropriate courses and organise SEND INSET for the school when needed.
- Check the SEND policy annually and update when necessary. Ensure it pays due regard to current legislation.
- Speak with prospective parents and discuss child's needs – assess whether we are able to support the prospective child
- To contribute to the design and implementation of strategies to enhance the learning experience for students undertaking academic studies at all key stages, including regular review of collected data and the recording and analysis of individual student progress. To ensure that pupil voice is at the centre of our approach to learning support.
- To, on occasion, contribute to the teaching of the school by taking Cover lessons in the event of staff absence, paying attention to the use and care of teaching rooms and adherence to relevant Health and Safety regulations.
- To attend Key Stage meetings in order to stay up to date with progress of SEND pupils and feedback to staff where needed.
- To speak regularly with the Safeguarding Team about our SEND pupils and monitor those who might be at higher risk
- To run in-house assessments for Day School, including Star Reader (make this data available to staff and parents where needed) and Exact (primary access arrangements tool). To oversee other SEND assessments carried out by staff (if applicable).
- Carry out class observations to identify difficulties and support for staff. To monitor classroom environments and check they are accessible for all SEND students
- Access Arrangements - Complete assessments on pupils who are referred to the Department. Complete (or oversee) Form 8s and assessments for exam access arrangements, GCSEs and A levels. Collect/collate evidence to support JCQ requirements.
- To work as part of the school's safeguarding team as a deputy designated safeguarding lead. This training will be provided if not already undertaken.

GENERAL

- To contribute as a member of staff to Cover Supervision for identified classes.
- To maintain and monitor appropriate records of students' learning and achievements.
- To write reports, attend parents' meetings and respond to parents' enquiries.
- To implement the school's agreed policies.
- To maintain effective discipline through implementation of the school's agreed procedures.
- To take part in the performance management/appraisal programme.
- To attend meetings as appropriate.
- To maintain liaison with classes and Form Tutors.
- To meet all deadlines.

	<p>CURRICULUM</p> <ul style="list-style-type: none"> To teach agreed individuals, and cohorts of identified students. To teach and assess in regards to progress and achievement in literacy, and academic literacy. To teach and assess in regards to progress and achievement in subject specific written work. To ensure that curricular records and assessments are kept and reports written. To mark all work set in relation to the learning support intervention. To work with staff to improve and develop differentiation strategies according to need throughout teaching modules/units and across the different examination structures. To ensure that health and safety issues are properly understood and procedures followed effectively and consistently. <p>FINANCE AND RESOURCES</p> <ul style="list-style-type: none"> To provide a list of resources, examinations and school trips disbursements when required by the Finance Director or Headteacher. To successfully manage any and all allocated funds and budgets. 	
<p>All Staff</p>	<ul style="list-style-type: none"> All staff must promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact. All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace. All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act. All staff must adhere to the staff Code of Conduct. All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD. All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school. All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post. ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS. You may also be required to undertake such other comparable duties as your line manager requires from time to time. 	
<p>Person Specification</p>	<p>Essential /Desirable</p>	<p>Assessment Method Application/ Interview/ Interview Task</p>
<p>Qualifications</p>		
<ul style="list-style-type: none"> Educated to degree level or equivalent Commitment to continuing professional development 	<p>E</p>	
<p>Knowledge</p>		
<ul style="list-style-type: none"> A sound knowledge of learning support strategies for dyslexic students and a good knowledge of other SEND A range of teaching pedagogy and strategies relevant to classroom teaching. 	<p>E</p>	

<ul style="list-style-type: none"> • Familiarity with current best practice. • A sound knowledge of examination specifications. • A sound knowledge of assessment procedures at KS3, KS4 and 16+. 		
Experience		
<ul style="list-style-type: none"> • Relevant teaching experience and a firm understanding of how to plan, structure and deliver relevant programmes of study for identified students/ cohorts. • To provide strong pastoral support for SEND pupils • To maintain regular contact with parents of SEND pupils and maintain an open dialogue between parents/carers, tutors, teachers and the SEND Department • Experience working as part of a safeguarding team 	E	
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Skills and abilities		
<ul style="list-style-type: none"> • A confident, organised and passionate leader and manager with the ability to develop strategy and identify areas for improvement. • Ability to design and implement learning support programmes and creative schemes of work for identified cohorts and individual students. • An ability to plan and present effective whole staff INSET on SEN. • Ability to inspire pupils. 	E	
Personal Competencies		
<ul style="list-style-type: none"> • The ability to inspire pupils and foster the desire to reach the highest possible standards. • A commitment to the broad education of children. • The aptitude to work constructively with children across a wide range of age and ability. • The competence, stamina and professionalism necessary to discharge all professional duties effectively. • A willingness to allocate own time to give additional one-to-one support to students. • Enthusiasm for the work in this specialist school. • The ability to work as part of a team. • Excellent communication skills. • Clean Disclosure and Barring Service file. 	E	