

Magdalen College School
JOB DESCRIPTION

Post Title	Special Educational Needs Co-ordinator Senior Learning Team Leader – TLR 1a
Purpose	To support and facilitate learning, enabling students to achieve to their individual potential.
Reporting to	Leadership Group
Specific Responsibilities	<ul style="list-style-type: none"> • To lead the Inclusion Team • To liaise with Year 6 staff on incoming students with SEND • To liaise with the LA on behalf of SEN students and attend appropriate meetings. • To co-ordinate and lead the team of LSAs and Learning Mentors • To organise assessments and applications for exam access arrangements for all students. • To liaise with staff about the needs of students with learning, behavioural, physical or sensory difficulties and to advise on suitable teaching and learning strategies. • To organise support and small group teaching for students with SEND. • To monitor the progress of SEND students. • To manage the review process for SEND students in conjunction with the Assistant SENDCO, Leaders of Learning in Years 7-11 and the Director of Sixth Form
TLR Responsibilities	<ol style="list-style-type: none"> 1. To lead curriculum development and teaching & learning initiatives to improve the quality of provision for SEND students. 2. To effectively lead and manage the team making appropriate use of delegation. 3. To formulate the team protocols, improvement plan, interim reviews, analysis of examination results and provision mapping. 4. To be responsible for the recording & analysis of assessment data to set targets and raise student performance. 5. To monitor student achievement and ensure strategies are in place to address underachievement. 6. To monitor the quality of provision within the Inclusion provisions and take appropriate steps to ensure a high standard of provision is in place. 7. To ensure schemes of work and appropriate assessments are in place which adhere to school guidelines. 8. To carry out the performance management of members of the team and oversee any delegated responsibility for this. 9. To take responsibility for the professional development of members of the team. 10. To actively contribute to whole school priorities, curriculum planning and the formulation of the school development plan. 11. To support the team in managing student behaviour and setting high standards. 12. To ensure Leadership Group are kept informed of issues which could lead to student underperformance.

	13. To line manage and co-ordinate the work of admin support for the team with particular regard to tasks covered in work force reform
Responsibilities of a classroom teacher (relates to students taught)	<ol style="list-style-type: none"> 1. To prepare and deliver lessons which follow agreed schemes of work and meet the needs of individual students. 2. To assess, monitor and report students' progress according to departmental and school policy. 3. To record and use data on students prior and ongoing performance/learning to inform effective target setting and lesson planning and enable students to fulfil their potential. 4. To contribute to all developmental and organisational priorities within the departmental development plan. 5. To share and support the whole school responsibilities for providing opportunities for the personal and social development of students. 6. To follow all departmental policies and procedures. 7. To keep team leader informed of any issues which could lead to student under-performance. 8. To ensure learning support staff are able to effectively fulfil their role in supporting the learning of students. 9. To lead and advise with regards to SEND demonstrating a thorough and up to-date knowledge taking into account wider curriculum developments. 10. To be a role model for good practice in teaching and learning, sharing this expertise with other staff and supporting them to improve their skills.
Responsibilities as a form tutor (relates to students in the tutor group)	<ol style="list-style-type: none"> 1. To monitor and respond to issues regarding attendance following school guidelines in conjunction with the school attendance officer. 2. To use all data/information received to monitor and support the overall progress, development and well-being of students. 3. To listen and take action on pastoral issues as they arise. 4. To keep the Leader of Learning fully informed of issues which could affect student achievement. 5. To complete yearly reports according to school guidelines. 6. To support the personal and social, moral, spiritual and cultural development of students. 7. To follow pastoral policies and procedures. 8. To liaise with parents.
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure an appropriate individual response to whole school priorities. 2. To support the personal and social development of students within the school. 3. To engage actively in the Performance Management. 4. To implement all school policies. 5. To attend all directed time meetings. 6. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately. 7. To be a role model to other staff in all areas of school life.
Personal Qualities:	<ol style="list-style-type: none"> 1. To be committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School. 1. To be prepared to work across the age and ability range. 2. To be committed to team work within all aspects of the school. 3. To be proactive in terms of furthering their professional knowledge and skills. 4. To be punctual for all commitments. 5. To be professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.

Job description agreed (signed)

..... Staff member

..... Head of department

..... Date

NB

Responsibilities in **bold** relate to members of staff on the Upper Pay Spine only.