



# CLAYESMORE

**Job Title** Deputy SENCO Prep

**Responsible to** Head of Learning Support

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## Role Overview

The primary focus of the role is to assist the Head of Learning Support/SENCO, Assistant Heads and Director of Studies on all aspects of the work of the Prep School's Teaching and Learning Centre (TLC) within the wider context of Clayesmore.

Teachers at Clayesmore must make the education and progress of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct.

You must act with honesty and integrity; have strong subject knowledge, keep your knowledge and skills up-to-date; be self-critical and take responsibility for your own professional development; forge positive professional relationships; and work with parents and other staff in the best interests of the pupils.

## Responsibilities and Duties

- 1:1 specialist teaching within the TLC department for pupils across the Prep including writing and reviewing IEPs to ensure support remains relevant and up to date.
- Advise, support and lead INSET for teaching staff to facilitate Quality Teaching First in class.
- Coordinate and timetable exam access arrangements.
- Liaise with outside agencies to ensure individual pupils can access the correct support e.g. OT, SALT, counselling. Initiate and lead Team Around the Child meetings where necessary
- Manage and oversee 2 TLC parents evenings per academic year.
- Coordinate allocation of TLC lessons and interventions with the department.
- Manage the department budget.
- Manage the EHCP and SENA processes.
- Observe and monitor pupils in the Prep school who are flagged as a concern.
- Monitor and maintain SEN pupil records across the Prep in order for them to remain up-to-date and relevant
- Liaise with the Admissions team to coordinate interviewing and screening prospective pupils with SEN.
- Meet with prospective parents.
- Whilst every effort has been made to explain the main duties and responsibilities for the post,

each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

## **Person Specification**

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- Qualified teacher status
- Educated to degree standard
- Qualification in SpLD to at least Level 5
- Recent participation in SpLD training
- Experience of teaching Years 3 to 8 pupils with SpLD in 1:1 and group situations
- A wide understanding of pupils' educational development
- Knowledge of effective teaching and learning strategies across the ability range for all pupils, but especially SpLD pupils
- Experience of assessing/testing pupils to determine SpLD issues
- Experience of assessing/testing pupils to establish access arrangements for external examinations
- Experience of regular communication in writing, by phone and verbally with parents
- Experience of working closely with mainstream subject staff and heads of academic departments, with regard to work and progress of SpLD pupils
- Knowledge of SENA and EHCP funding and associated paperwork
- Knowledge and experience of CReSTeD
- Knowledge of legal issues and disability
- Knowledge of recent research into all types of learning difficulties
- Previous middle management experience may be an advantage

## **Desirable**

- Current Assessment Practising Certificate

**Date prepared :**           **May 2024**

**Prepared by :**           **Deputy Head Academic**

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.