



SHREWSBURY HOUSE
PRE-PREPARATORY SCHOOL

SHREWSBURY HOUSE SCHOOL TRUST

JOB DESCRIPTION

for the post of
Learning Enrichment Coordinator
at SHREWSBURY HOUSE PRE-PREPARATORY SCHOOL (SHPPS)

Job Title: Learning Enrichment Coordinator (SENCO)

Reporting to: The Head of SHPPS

Shrewsbury House Pre-Preparatory School, part of The Shrewsbury House School Trust, is a school that offers an excellent educational opportunity to both boys and girls aged between 3 and 7. This role will work in partnership with, and advise the Head in the decision-making and leadership of SEND, to promote relevant school policy and accept full responsibility for SEND across the school.

Primary Purpose:

To be a highly motivated and dynamic Learning Enrichment Coordinator (and class teacher) who shares in our determination to enable every child to reach their full potential.

Our Learning Enrichment Coordinator should have:

- Qualified Teacher Status
- An excellent knowledge and understanding of the statutory requirements of the SEND Code of Practice and practical application strategies for meeting the special educational needs of pupils (within the independent sector)
- Experience of working with children with SEND and EHCPs
- Experience of EYFS and Key Stage 1
- Experience of working with children who have additional social, emotional and/or mental health needs
- The ability to lead and manage a team of support staff to ensure provision matches the needs of all pupils with special or additional educational needs
- The ability to form strong partnerships with parents and offer them the support, advice and the reassurance they often seek in ensuring their child's needs are being met

- Confidence in the use of data to analyse and evaluate performance, presenting information to a variety of audiences
- A high standard of written and verbal communication skills
- Excellent organisational skills, with attention to detail and the ability to meet deadlines
- The ability to form effective working partnerships with multi-agency professionals
- Have resilience and the ability to work under pressure
- Affinity with our school values of Teamwork, Resilience, Aspiration, Care and Kindness

Key tasks

- Contribute to the formulation of a SEND Policy and be responsible for its implementation, monitoring, evaluation and review
- Teach individual or small group lessons and provide teaching support across the school where required
- Provide regular progress updates to the Head and SLT
- Provide reports to governors in relation to SEND and regularly meet with named governor to discuss provision and policy
- Secure effective use of resources to bring about the improved standards of achievement in all children needing achievement support or extension activities
- Hold regular meetings with staff to discuss the progress of their pupils and review those requiring extra support, including those identified as Gifted and Talented
- Organise in-service training for teachers from time to time in your specialist subject area
- Attend relevant meetings and courses in order to keep in touch with recent developments in the area of SEND and feed back to staff
- Work with staff from outside agencies
- Hold target review meetings with parents, to discuss targets set for their child
- Chair reviews, case conferences and meetings
- Liaise with other schools where appropriate
- To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and to attend parents' evenings and major school events when required
- Any other reasonable project or duty assigned by the Head or other designated supervisor
- Promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties

Shrewsbury House School Trust

Shrewsbury House School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an employee of Shrewsbury House Pre-Prep you become a part of the wider Shrewsbury House School Trust. You must:

- Support the aims and core values of the Trust and adhere to all policies and procedures;
- Attend regularly and contribute to all necessary assemblies, staff meetings, etc. and to attend parents' evenings and major school events when required;
- Develop and maintain professional, productive relationships with all staff members;
- Be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- Understand the Trust's health and safety policy and to work within its guidelines;

- Be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;
- Any other reasonable project or duty assigned by your Line Manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.

Signed: _____
Employee

Date: _____

Signed: _____
Head

Date: _____