

# **Bangor Grammar School**

## **Assistant SENCo**

Applications are invited from members of staff for a new, unremunerated post of Assistant SENCo.

The workload of the SENCo in school has increased significantly in recent years. There are more boys with statements of special needs, more for whom IEPs are required and more who may require testing. It is highly likely in future years that the work load around Special Needs in the school will increase further.

As a result it has been decided that an Assistant SENCo is required to help with the work load. There will no remuneration attached to this post initially but there will be a time allowance of one period per week.

This position would be an excellent opportunity for younger members of staff with an interest in learning support or pastoral care to gain valuable experience. The role will include:

- Co-ordinating the collection and review of Individual Education Plans
- Co-ordinating SEN testing administered by classroom assistants

Other duties may include:

- Assisting SENCo/AVP with internal exam arrangements
- Helping to maintain and update the SEN register
- Attending SEN training courses/SENCo induction.

There are no specific criteria for short-listing and applications should take the form of a short letter to the Headmaster which describes the applicant's interest in this post and outlining any experience he / she may have in working with children with special needs which should be lodged in his office by 12 noon on Thursday 9 September 2010.