

Job Description of SEN Teacher

In line with its mission and objectives, Dhirubhai Ambani International School recognises that children enrolled in the school will need varying degrees of learning support, as they develop and mature. It is the responsibility of the SEN teacher, working with the Head of Learning Support, to ensure that every child receives the help and support s/he needs to achieve her/his academic potential.

The school also recognises that for different individuals, the support required may involve direct academic intervention. The school further recognises that while students may experience difficulties arising from their home lives, it is outside the school's mandate to offer any form of counselling or advice to parents.

The responsibilities of the SEN teacher include, but are not limited to the following:

- a) Ensuring that s/he is familiar with the school's mission and objectives and is aware of all aspects of the school's SEN policy and philosophy;
- b) Ensuring that s/he observes the highest ethical standards in her/his dealings with students and parents, maintaining appropriate confidentiality, in line with school policy;
- c) Attending and participating in regular departmental meetings, as per an approved schedule;
- d) Ensuring that s/he conveys realistic expectations of potential and future progress to teachers, parents and students;
- e) Ensuring that a weekly log of cases dealt with, is sent to the Head of Learning Support without delay;
- f) Conducting workshops for faculty members on identifying students who may be in need of specific academic support and in teaching strategies for supporting such students, as directed by the Head of Learning Support;
- g) Ensuring that the evaluation of any student referred to her/him takes place without delay;
- h) Providing immediate feedback to the Head of Learning Support on each evaluation, with concrete proposals for further action;
- i) Prepare documentation for submission to exam boards for concessions in examinations, in a timely manner;
- j) Advise the Programme Coordinators on the adequate medical certifications in conditions related to physical factors, for students applying for special concessions in examinations;
- k) Being a part of end-of-term meetings with the IGCSE and IB Diploma offices, to set short term and long term goals; with parents, teachers and students who are being supported by the SEN team;
- l) Maintaining an accurate and up-to-date database of students receiving SEN support; including details of any IEPs and academic support, and the progress that has been achieved in supporting the students;
- m) To implement an ongoing process of tracking and referring for reevaluating students' special education needs, as the student moves between sections of the school;
- n) Ensuring that appropriate IEPs are prepared and followed for students identified with specific learning needs and that such IEPs allow the student to be assessed on a common platform along with her/his peers;
- o) Ensuring that class and /or subject teachers understand individual students' IEPs and are given strategies to implement them;
- p) Ensuring that class/subject teachers receive appropriate support in developing assessments, which ensure that students receiving Learning Support are evaluated on a common platform along with their peers.