

The Roles & Responsibilities for this post will relate to each of the four domains as specified in circular 70/2018.

Domain 1: Leading, Teaching & Learning

- Responsible for curriculum policy & coordinating planning in assigned curricular area.
- Coordination of any in-school training days in the assigned curricular area.
- Updating staff of resources & CPD relevant to the assigned curricular area.
- Monitor, review and evaluate the school plan in the assigned curricular area.
- Make staff aware of Professional Development courses relating to Special Ed & ASD
- Support students with behavioural difficulties & assist teachers in implementing classroom/school support plans
- Track & record SEN pupils as they progress through the school. Liaise with staff re same.

Domain 2: Managing the organisation

- Catalogue & source available resources pertaining to the curricular area.
- Discipline - Oversee the implementation of the Code of Behaviour – supporting staff and pupils when required throughout the year.
- Christmas Concert - Co-ordination of concerts in conjunction with Ms. Daly & Staff of ASD classes.
- Organise Annual Fundraiser for the ASD Unit.
- Act as principal on absence of principal.
- Act as designated liaison person on absence of principal.
- Assist the principal in any issues or duties which may occur in the daily life of the school.
- Attend meetings in school and out of school as requested.
- Co-ordinate SEN within the mainstream school & ASD unit.
- Support S.E.T. in organizing specialised groups – social & motor skills.
- Oversee the annual screening tests & collate the results so as to identify children in need of learning support
- Coordinate & Support S.E.T. in timetabling.
- Attend IEP meetings.
- Maintain and update library of resources for SEN
- Liaise with SNA'S & support re pupils care needs, timetabling etc.
- Overseeing the various stages of the Continuum of Support. & identifying pupils in need of further assessment i.e. Psychological, Speech & Language, O.T., CAMHS.
- Keeping & updating all records pertaining to SEN (other than enrolment forms). Storage of same as per GDPR guidelines.
- Exemption from Irish – Record on Aladdin
- Monitor Cuntas Míósúla of SEN Staff
- Work Placement – Liaise with 3rd level colleges re organizing work experience for – Teaching/SNA Courses/Early Childhood/Health & Leisure/Social Science etc.

Domain 3: Leading School Development

- Parents Association - Meet Parents Association rep's monthly with principal and encourage and facilitate their contribution to the school when required
- EWO - Meet the educational welfare officer with the principal when required. Monitor & encourage attendance of children at risk.
- Attend all in-school management meetings
- Liaise with external agencies. DoES, NCSE, NEPS, Community HSE Services, CAMHS, KIDS, Early Intervention services etc. on matters SEN related.
- Liaise with parents of SEN pupils pre-enrolment to identify & put in place supports & resources needed.

Domain 4: Developing Leadership Capacity

- Empower Staff to take on and carry out leadership roles.
- Build professional networks with other school leaders.