



St Peter's
Church of England
Primary School



Peter Hills
with St Mary's & St Paul's
Church of England School



St Jude's
Church of England
Primary School

Job Description

Job Title: Assistant Head SENDCo **Reports To:** Co-Headteachers

Location: Within the Partnership of St. Peters, Peter Hills & St. Jude's (Contracted to St. Peter's)

Job Purpose

To manage the provision for pupils identified as having Special Educational Needs and Disabilities (SEND); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.

Responsibilities

Manage and support of pupils in class and during interventions, whilst developing the role as an Assistant Head across the Partnership. Establish and maintain relationships with individual pupils, and networks, including parents. Review and develop your own professional practice. Help to coordinate with pupils' therapeutic, pastoral and personal care needs.

Key Functions

- Lead the provision for SEND, at St. Peter's;
- To manage appropriate resources for Special Educational Needs and Learning Support and ensure that they are used efficiently, effectively and safely;
- To develop curriculum resources to ensure that pupils identified as having SEND have the required levels of support;
- Manage the implementation of an inclusive curriculum within the context of the partnership's aims and policies;
- Develop and implement intervention groups and support;
- To support the learning of pupils as allocated by the SENDCo;
- To manage and maintain SEND Support Plans, Provision Maps, and review and maintain EHCPs;
- Collate and prepare information relating to assessments, statements and referrals to other agencies;
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment, e.g. TEACCH and Attention Autism;
- Provide support with High Needs Funding Applications and the tracking of funding;
- Manage & attend pupils review meetings and prepare paperwork;



St Peter's
Church of England
Primary School



Peter Hills
with St Mary's & St Paul's
Church of England School



St Jude's
Church of England
Primary School

-
- Manage & attend meetings with outside agencies

Specific Responsibilities

- To liaise with relevant outside agencies, e.g. SALT and EP;
- Ensuring that accurate and detailed records are kept and stored of meetings and discussions with parents and outside agencies for GDPR compliance;
- Ensuring that staff are kept informed of pupils' SEND and advise on areas to develop and support. Working with the SENDCo and other staff to ensure that all SEND Support Plans, and transition and progress records, such as EHCP termly reviews are kept up to date;
- Using data effectively to identify pupils who are underachieving and where necessary create and implement effective plans of action to support those pupils;
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils;
- Promote an inclusive curriculum;
- To liaise with, and inform, parents/carers about the specifics of SEND provision for their child under the direction of the SENDCo;
- To monitor the progress of students with SEND and inform the SENDCo;
- To support in the arrangement of SEND-related staff meetings;
- Attend meetings as SENDCo representative
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing;
- Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional development;
- Keep provision maps for intervention tracking and impact and produce reports when necessary.

Safeguarding & Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach



St Peter's
Church of England
Primary School



Peter Hills
with St Mary's & St Paul's
Church of England School



St Jude's
Church of England
Primary School

any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm, then it is essential you know what actions to take.

Annual safeguarding training is offered to all staff across the partnership, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school/partnership at the reasonable discretion of the head teacher. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.