**Job Description**

**Post Title: Assistant SENCO**

**Location: Arnold Hill Spencer Academy**

**Salary/Pay Range: NJC19 – NJC23 £24,423 - £26,788**

**Hours of work: *Full Time, Term Time Only plus 1 week, 37 hours per week, Permanent.***

**Reporting to: SENCO/Deputy SENCO**

The Assistant SENCO will be responsible for the day to day running of the Inclusion Support Units (SEN support bubbles), under the leadership and supervision of the SENCO.

**Purpose of Role**

The post involves coordinating and delivering support and interventions for pupils with a range of special educational needs and disabilities, in particular pupils with autism and social emotional and mental health difficulties (including ADHD, attachment issues, anxiety.)

Assistant SENCO extra responsibilities include deputising for the Deputy Senco and line managing learning support assistants within the Inclusion team.

* To coordinate the support for pupils with a range of special needs, in particular social emotional and mental health, autism and significant medical needs.
* To provide effective line management for learning support assistants within the Inclusion Faculty
* Assisting the SENCO and Deputy SENCO in leading high quality SEND provision
* To contribute to raising standards of student attainment and achievement within the Academy
* To raise the aspiration and attainment of students through coaching and mentoring
* To share best practice in order to develop and enhance the performance of others
* To work proactively with parents/carers, teaching staff and other agencies to ensure pupils’ needs are fully identified
* To ensure and appropriate support and interventions are put in place to promote the progress
* of pupils with SEND

**Main Duties and Responsibilities**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Specific responsibilities include:

* Identify and assess students with SEND profiles, under the guidance of the SENCO and Deputy SENCO.
* Support the development and monitoring of support plans and Education Health Care Plans (EHCPs).
* Support teachers within the classroom and work with small groups of students on a one to one basis.
* Work with teaching staff to ensure students are able to access effective learning within the classroom.
* Carry out specific small group and individual teaching for students with additional needs, including assessing students.
* Record the outcome of student assessments of progress in intervention on a regular basis so that records are always up to date and impact is measured.
* Communicate regularly and effectively with the parents/carers of students with SEND, providing regular updates on student progress
* Hold regular meetings and reviews and maintain regular telephone/email communication with parents/carers and relevant agencies
* Communicate regularly and effectively with staff to collect information and disseminate data and up to date information about students.
* Work with the Exams Officer and SENCO to ensure that students receive the support they are entitled to for examinations.
* To conduct home visits and meet with pupils, parents and other agencies outside of the Academy when necessary.
* Be responsible for students with medical conditions and ensuring accurate records are kept.
* Ensure all student records are accurate and up to date.
* Attend Parents Evenings and SEN drop-ins to meet with parents of students with SEND.
* Establish and promote productive relationships with students, acting as a role model and setting high expectations.
* Establish constructive relationships and communicate with relevant staff to support students’ learning and progress.
* Promote the social and emotional development of students.
* Accompany students on Educational Visits and other off site activities.
* Supervise students during examinations, breaks, lunchtimes and other unstructured times when required.
* Work collaboratively with all staff in order to extend the learning opportunities of all students.
* Establish working relationships with external agencies to support students as appropriate and to attend multi-agency meetings as appropriate.
* Deal with responses for requests for information from professionals in a timely manner and with meticulous attention to detail.
* Take and keep accurate records of minutes of meetings.
* Keep the SEND diary up to date in liaison with the Inclusion administration and SENCO.
* Support the SENCO to provide induction programmes and training for new employees within the Inclusion team.
* Support the SENCO in preparing and delivering CPD.
* Be responsible for referring to outside agencies for additional support, including early help referrals.
* Work closely with the Safeguarding Lead and Deputy to ensure effective safeguarding of all children, in particular vulnerable groups.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience**  |
| Good standard of education especially with regard to literacy and numeracy skills. |  |  |
| GCSE Maths and English grade C or equivalent |  |  |
| NVQ Level 3 or 4 for Teaching Assistants, a teaching qualification, degree or equivalent |  |  |
| Experience of managing staff |  |  |
| Understanding of National and Local Policies for SEND |  |  |
| Previous experience in an education environment |  |  |
| Experience of working with students, parents and professionals |  |  |
| Experience of training and knowledge in relation to the code of practice |  |  |
| Experience and understanding of safeguarding and child protection procedures |  |  |
| **Knowledge and skills** |
| Ability to build and form good relationships with students, parents/carers and colleagues |  |  |
| Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals |  |  |
| Ability to work constructively as part of a team, understanding school roles and responsibilities, including own |  |  |
| Good standard of numeracy and literacy skills |  |  |
| Ability to use basic ICT packages and equipment effectively |  |  |
| Ability to absorb and understand a wide range of information |  |  |
| Basic understanding of child development and learning principles |  |  |
| Good working knowledge of behaviour management strategies |  |  |
| Working knowledge of national curriculum and other basic learning programmes / strategies |  |  |
| Working knowledge of relevant policies and procedures, and awareness of relevant legislation |  |  |
| Good understanding and experience of effective strategies and interventions to support pupils with SEND |  |  |
| **Personal qualities** |
| Excellent interpersonal skills with the ability to maintain strict confidentiality |  |  |
| Initiative and ability to prioritise own work and that of others to meet deadlines |  |  |
| Efficient and meticulous in organisation |  |  |
| Able to follow direction and work in collaboration with the leadership team |  |  |
| Able to work flexibly, adopt a hands-on approach and respond to unplanned situations |  |  |
| Ability to evaluate own development needs and those of others and to address them |  |  |
| Commitment to the highest standards of child protection and safeguarding |  |  |
| Recognition of the importance of personal responsibility for health and safety |  |  |
| Commitment to the Trust’s ethos, aims and whole community. |  |  |