

# **BIRCHENSALE MIDDLE SCHOOL**



## **JOB DESCRIPTION**

### **ASSISTANT SENCO**

**Name:** T.B.C

**Reports to:** Senior Leadership Team

#### **Duties and key result areas:**

Professional Duties to be carried out in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document issued by the DFE.

#### **Purpose of Job:**

To provide support to the SENCO and assist with the effective running of the Learning Support department, ensuring that SEND pupils are supported and monitored effectively enabling their needs to be met and their provision implemented.

#### **Relationships:**

The Assistant SENCO is responsible to the SENCO and Senior Leadership Team on all matters and should liaise with the UQT TA Lead on SEND/Inclusion matters where appropriate.

#### **Main Duties/Responsibilities:**

##### **General:**

- To carry out the professional duties as reasonably requested by the SENCO.
- To be a consistently 'good' and often 'outstanding' teacher who meets the relevant set of personal professional standards for the specific pay phase, and takes responsibility for personal professional development.
- To act as a role-model for students and other members of staff and represent the school in a manner consistent with its ethos and values.
- To promote and safeguard the welfare of all students at Birchensale Middle School.

##### **Specific Duties:**

Have knowledge and understanding of:

- The school's mission statement, aims, priorities, targets and balanced scorecard and the mission of Summit Learning Trust.
- Any statutory curriculum requirements and the requirements for assessment, recording and reporting of students' attainment and progress.

- The characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all students.
- New subject-specific pedagogies and research, and their potential impact.
- The implications of the Code of Practice for Additional Educational Needs for teaching and learning.

## **Planning & target-setting**

- To assist in the leadership of Inclusion staff
- To assist the SENCO in leading the provision for special educational needs within school, liaising with the Headteacher as required
- To manage appropriate SEND resources and to ensure that they are used efficiently, effectively and safely
- To develop curriculum resources to ensure that pupils with SEND have the necessary levels of support in both inclusion and mainstream
- To support the SENCO in managing the implementation of an inclusive curriculum
- To support the SENCO in sustaining the effective teaching of pupils with SEND across the school leading to high quality outcomes

## **Assisting SENCO**

- To support the provision of SEND, including writing Individual Provision Maps, completing review meeting paperwork, assisting with referral documentation and contributing to the support of statutory EHC plans as required
- To liaise with relevant outside agencies to ensure that the SEND needs of individual pupils are met effectively
- Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies
- Ensure that the SEN Register is kept accurate and up to date and that staff are kept informed of students with special educational needs
- Work with the SENCO and other staff to ensure that Individual Provision Maps are used to set subject-specific targets and scaffold learning tasks
- Use data effectively to identify pupils who are working below age related expectations and where necessary create and implement effective plans of action to support those pupils
- Support the SENCO to lead the production and implementation of an inclusion action plan as part of the School Improvement Plan, to include staff development and training
- Contribute and lead Learning Support team meetings, communicating information to all Learning Support staff and co-ordinate resulting action
- Monitor, with the SENCO and UQT TA Lead, the day-to-day management of the Learning Support Department, creating a safe, effective and stimulating environment for the teaching and learning of students
- To deputise for the SENCO
- To undertake other duties, as required by the Headteacher, as appropriate to the grade of the post

In order to perform this role well, the Assistant SENCO is expected to:

- maintain a thorough working knowledge of the school's policies and procedures related to SEND, including the SEN Information Report, Child Protection, Safeguarding and Inclusion policies
- regularly attend relevant training and development events
- act in the best interest of all the pupils of the school; and behave in a professional manner, including maintaining confidentiality as required Working with staff & other adults
- Attend meetings as requested.
- Establish clear and constructive working relationships with other staff in the team.
- Establish good working relationships and practices, focused on maximising progress, with allocated teaching assistants.
- Establish a partnership with parents to involve them in their child's learning, as well as providing information about curriculum, attainment, progress and targets as required.

### **Notes**

- The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms and duties and working time.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

**M Brazier**  
**Headteacher**

**Date:**