



Assistant SENCO

- + Pension Scheme (TPS)
- + Brine Leas School Employee Assistance Programme
- + Additional Brine Leas School Benefits

Application details can be accessed from www.brineleas.co.uk

For a confidential discussion about this post with the Headteacher, more information or to arrange a visit, please contact the school on 01270 625663 or Mrs Sharon Houghton, HR Manager via job.applications@brineleas.co.uk

See below for links to :
[Job Description](#) / [Personal Description](#) / [School Prospectus](#)



Brine Leas School An Academy

Trust, Respect, Optimism,
Courage, Resilience,
Inclusion and Equality

Job Purpose

Under the direction of the SENCO ensure high quality curriculum provision and effective teaching and learning within the curriculum area of SEND.

Assist in ensuring that the Special Educational Needs and Disability (SEND) area is both efficiently and effectively managed, supporting with the day-to-day provision for students with SEND in order to secure high quality teaching to improve standards of achievement of all students.

Support the SENCO in ensuring legal and statutory requirements are met for students with SENDs.

Co-ordinate the SEND daily emails, directing to the most appropriate person ensuring efficient, effective and timely responses.

Assist with effectively managing and deploying teaching/support staff and physical resources within the area.

Carry out book scrutinies and gather the Pupil Voice for SEND pupils to ensure that support is appropriate and effective. Monitor tracking to ensure that interventions meet need.

Support the SENCO with the provision for looked after and previously looked after children.



Main Areas of Responsibility

Supporting the Strategic Direction and Development of SEND (Under the Direction of the SENCO)

- Establishing and maintaining policies and practices which promote high achievement through effective teaching and learning.
- Creating an environment where students and staff develop and maintain positive attitudes towards teaching and learning.
- Using data effectively to monitor and evaluate student progress; planning and implementing effective intervention to support all students to achieve highly
- Analysing national local and Academy data, research and inspection findings to inform curriculum area policies and practices, expectations and teaching methodologies and via the SENDCO, report regularly to the Headteacher and Curriculum Leader on progress and plans.
- Contributing to the Academy's Improvement Plan and establishing an effective subject Improvement Planning Cycle to meet Academy strategic priorities.

Assisting with Managing the Staff within the SEND Department

- Line managing support staff members of the SEND team and provide effective support, challenge, information and professional development for the team within the SEND area as necessary including non-specialist from outside the SEND area.
- Establishing clear expectations and high standards of professionalism and collaboration across the area.
- Working in collaboration with the SENDCO, SEN staff, Pastoral Leaders and external agencies to ensure that Individual Education Plans and Pastoral Support Plans are used to set subject specific targets, as required.

Efficient and Effective Deployment of Staff and Resources within the SEN Team

- Using appropriate resources and directed by the SENDCO for effective, efficient and safe teaching and learning within the subject areas; accommodation, staff, time, courses, development opportunities, ICT equipment.
- Creating an effective and stimulating learning environment for teaching and learning
- Deploying accommodation to effectively meet the teaching and learning needs of the subject.
- Ensuring a safe working and learning environment through application of appropriate risk assessments.
- Ensuring all colleagues within the SEND area adhere to their responsibility for safeguarding and promoting the welfare of students.

School Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend school events such as Open Evening.
- To promote actively the school's corporate policies.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school and Brine MAT policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

IMPORTANT: THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation Act relating to the non-disclosure of spent convictions do not apply to this job, **you must, therefore, disclose whether you have any previous convictions at the point of application for this post.**

If successful, you will also be required to apply for a Disclosure and Barring service check (DBS). The level of check required for this job is an Enhanced disclosure. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the School's privacy statement.

I Understand and accept the job duties and responsibilities contained in this job description.

Signature Date

Print Name

Person Specification

Attributes	Description	Desirable
Qualifications	<ul style="list-style-type: none"> Honours Graduate (or Equivalent) with qualified Teacher Status. NASENCO Qualification 	<ul style="list-style-type: none"> Further degree NASENCO Qualification
Experience	<ul style="list-style-type: none"> Successful management experience Experience of writing department SEF/Improvement Plans Experience of improvement planning Experience of implementing a range of strategies to raise student achievement, with evidence of success Contribution to impact on the quality of teaching and learning and curriculum Experience of developing and sustaining positive relationships with students, parents' staff and the Governing Body to build consensus support and capacity 	<ul style="list-style-type: none"> Extensive outstanding teaching experience Experience of working in more than one school Experience of working with the wider learning community Currently in a SEN post in an 11-16 or 11-18 school Proven track record of managing and implementing change in relation to teaching practices and standards T To be an outstanding teacher Knowledge of the current inspection framework
Knowledge and Understanding	<ul style="list-style-type: none"> Ability to use data to analyse performance and manage interventions Understanding of Assessment for Learning Understanding the factors effecting learning Strategies to maintain good behaviour and pace Strategies for monitoring and evaluation of standards of attainment Effective development of staff and resources 	<ul style="list-style-type: none"> Proven record of completion and change management on whole school projects Understands how to plan lessons with challenging learning objectives and outcomes
Skills and Disposition	<ul style="list-style-type: none"> Personal organisation and time management skills Effective oral and written communication skills Ability to analyse and interpret data effectively and act upon the information Ability to think strategically Ability to work within a team and to manage a team Anility to motivate and lead students and staff Ability to analyse issues and identify solutions Vision and ability to manage change successfully 	<ul style="list-style-type: none"> The potential for further promotion
Personal Qualities	<ul style="list-style-type: none"> Ambitious and hard working Commitment to the wider school community and a willingness to offer extra-curricular activities Commitment to working with students of all abilities A passion and commitment to an ethos of high expectations, personal fulfilment and academic success Presence and approachability S ense of humour and resilience Clear evidence of commitment to the wider life of the school Highly positive thinker and communicator 	<ul style="list-style-type: none"> Commitment to pursue agreed short/medium and long-term strategies to completion
School Ethos	<ul style="list-style-type: none"> Enthusiasm for and commitment to the achievement of the School/MAT's overall vision for success at all levels Motivation to work with children and young people Ability to build and sustain professional standards, relationships and personal boundaries with children and young people Emotional maturity and resilience in working in dealing with challenging behaviours Ability to contribute towards creating a safe and protective environment Empathy with the aims and objectives of Brine MAT. Willingness to continue professional development. Commitment to maintaining high standards and expectations. Commitment to contributing to school life as a whole. Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students. 	

Thank you for your interest in our school. We look forward to receiving your application.
If you think a career with us is right for you, discover more at: www.brineleas.co.uk