



CARLTON LE WILLOWS ACADEMY

JOB DESCRIPTION

Assistant SENCO

Responsible to:	Special Educational Needs Co-ordinator (SENCO)
Responsible for:	The management of provision within the Learning Hub, including assessment of need for JCQ requirements
Working Time	Full time (37 hours per week, term time only)
Disclosure level	Enhanced

PURPOSE

The Assistant SENCO will be responsible for the day to day running of the Learning Hub, under the leadership and supervision of the SENCO. Assisting the SENCO in leading high quality SEND provision. 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 appropriate support and interventions are put in place to promote the progress of pupils with SEND needs. To assess needs for processing difficulties at KS3 and JCQ criteria for exam access arrangements in KS 4.

MAIN DUTIES

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

Operation of the SEN policy

1. Work co-operatively with teaching staff and support staff to ensure integrated SEND support across the school
2. Assist the SENCO with the implementation of SEND provision and plans and management of resources within the learning support team

Support for pupils with SEN or a disability

1. Support SEND students in accordance with school policies, including the SEND policy

2. Work closely with the SENCO and teaching staff to identify students requiring provision.
3. Assess individual students using psychometric tests and support and advise accordingly
4. Assist the SENCO with the assessment of, planning for and review of the provision for all identified SEND students
5. Be responsible for referring to outside agencies for additional support, including early help referrals
6. Liaise with and provide a point of contact for parents and external agencies including health and social care, CAMHS, HRET, to ensure the needs of identified students with SEND are met.
7. Allocate and co-ordinate the in-class support provision for students with additional needs to deliver bespoke support as required on a day to day basis.
8. To deliver targeted intervention to small groups or 1:1 identified through assessments or directed by the SENCO
9. Work closely with the designated safeguarding lead and deputy headteachers to ensure effective safeguarding of all children, in particular vulnerable groups
10. Keep the provision mapping/Bromcom and any associated administration and electronic storage up to date and share information as required to meet individual students' needs, including the preparation of reports as needed.
11. Keep the SENCO informed in relation to updated information on the SEN Register
12. Attend parents evening / Sen Drop ins to meet with parents / students with SEND
13. To act as point of contact in absence of SENCO.
14. To provide administrative support – as required to ensure the smooth running of SEND.

Staff

1. Line manage learning mentors, including providing appropriate guidance and support, identifying training needs and conducting appraisals as directed by the SENCo
2. Act as the first point of contact for the learning hub co-ordinator.
3. Co-ordinate and manage supply staff needs within the learning support department, ensuring supply staff are provided with appropriate guidance when working at the school

Examinations

1. Assess KS4 students for examination and assessment access arrangements and support and advise accordingly
2. To monitor and manage the Learning Mentor overseeing provision within the Learning Hub when engaged in exam arrangement or intervention responsibilities.
3. Provide specialist support and advice in relation to the management of examinations and assessments for individual students.
4. Work closely with the SENCO, other learning support staff and examinations officer to ensure compliant and effective examination and assessment arrangements and procedures.
5. Complete and maintain individual students' exam and assessment records, including all relevant JCQ documentation and forms and file notes
6. Ensure compliance with JCQ requirements and any other formal guidance in relation to access arrangements for examinations and assessment in all cases where they apply..
7. Undertake any other specialist examination and assessment related duties as may be required by the headteacher.

General:

- 1 Contributing to the overall ethos/work/aims of the academy.
- 2 Being aware of and supporting difference, thereby ensuring all students have equal access and opportunities to learn and develop.
- 3 Participating in the appraisal process, attending training and other learning/development activities as required.
- 4 Being aware of and support the implementation of academy policies and procedures.
- 5 Having due regard to safeguarding procedures, reporting concerns as necessary to the designated safeguarding lead.
- 6 Complying with data protection legislation and confidentiality obligations in relation to personal information and privacy
- 7 Playing a full part in school life by contributing to students' wider development through, for example the role of co-tutor, and participation in extracurricular activities and events.
- 8 Attending meetings and liaising and communicating with colleagues as required.
- 9 Supervising students during the day and in the school grounds as required, including before and after the school day.
- 10 Accompanying staff and students on educational visits as required.

11 To undertake any such duties as may be required by the headteacher.

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.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the Job Description.

Signed: (Staff member) Date: