Gildredge House

ASPIRE

# ASSISTANT SENCO- JOB DESCRIPTION

**JOB TITLE:** Assistant SENCO
**SCHOOL:** Gildredge House
**LOCATION:** Eastbourne
**GRADE:** **Grade 8 point 20 on the Support Staff Pay Scale for 2021-2022**
**RESPONSIBLE TO:** Assistant Head Teacher – Director of Inclusion

**Purpose of the Role:**
To work closely with the Headteacher, Assistant Head Teacher – Director of Inclusion (AHT – DOI), Assistant Headteacher – Primary SENCO (AHT – P) and colleagues within the statutory frameworks and the Special Educational Needs (SEN) policy. Oversee the day-to-day operation of that policy with the aim of improving progress for students with SEND and provide key administrative support to the SEND department within all phases of our all through school, Primary, Secondary and Sixth form to enable Senior Leaders to effectively carry out their strategic role within the school.

**Key tasks:**

1. To oversee the writing of Pupil Profiles, Asses Plan Do Review and Additional Needs Plan documentation.
2. To compile, review and regularly update the school Inclusion Register.
3. To work with the AHT- DOI and AHT – P to implement, monitor and track progress and inclusion of students on the Inclusion Register via the use of Provision Map.
4. To regularly communicate with staff, informing them of any changes or updates regarding students with SEND.
5. To identify students with specific learning difficulties and test where appropriate using the relevant assessments.
6. To liaise with the SENCOs, Senior and Middle Leadership, Pastoral team, staff, parents, external agencies and other schools to ensure that individual pupils SEN needs are met and that the requirements of Education Health Care Plan documents are adhered to.
7. Set up meetings in relation to EHCP, ensuring information management system is kept up to date, dates input in Assistant Head electronic diaries, collate and distribute relevant information for meetings, book meeting room.
8. To assist the SENCOs with preparing the paperwork for annual reviews of students.
9. To set up and manage referrals to outside agencies including Speech and Language, Children's Services, Educational Psychologist, CLASS, CAMHS etc.
10. To take responsibility for support, monitoring and development of the Teaching Assistants in the SENCO's absence.

11. To support SENCOs with the overview of Teaching Assistants throughout the school to enable effective deployment.
12. To organise 1:1 and small group withdrawals for students with SEND.
13. To identify students to take part in daily intervention programmes, monitor the impact and feedback results to the SENCOs and Senior Leadership Team.
14. To attend meetings to inform staff of provision for students with SEND and their progress.
15. Maintain accurate administration documentation in relation to all SEND students.
16. To assist the SENCOs with the organisation of exam access arrangements.
17. To support transition of pupils from Year 6 to Year 7 by attending meetings of prospective pupils and Year 6 parents throughout the year and to meet parents individually where necessary for personalised programmes of transition.
18. To undertake other duties as may reasonably be assigned by the Senior Leadership Team, recognising that the duties of this post may vary from time to time without changing the general character of the post or level of responsibility.
19. To abide by and work towards all the policies within the school.

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