

Job Description – Assistant SENCO (Second in Department for Learning Support)

TLR 2.1

Line Manager

Head of Learning Support

The job description which follows recognises that the core purpose of the role of Assistant SENCO is to support the Head of Learning Support (SENCO) in providing professional leadership and strategic direction for the provision of learning Support throughout the school in order to secure:

- ◆ high quality teaching and learning for all
- ◆ high standards of achievement for all students
- ◆ an inclusive approach for all students
- ◆ the efficient and effective deployment of staff and resources

In addition to the responsibilities set out in the national teaching standards (in the role as subject teacher and tutor) the specific responsibilities for the role of Assistant SENCO

Responsibilities and tasks

Strategic leadership

- To support the Head of Department in developing, communicating and implementing a strategic vision for the department
- To work with the Head of Department to ensure that the school meets its responsibilities under the SEN Code of Practice (2014), the Equality Act (2010) and the Disability Discrimination Act (1995) with regard to reasonable adjustments and access arrangements
- To actively seek out developments in the teaching, learning and assessment of students with special educational needs and to encourage and support other staff to do the same
- Work with the Head of Department to ensure all statutory elements and agreed school approaches to learning and assessment are embedded into programmes of study. Co-ordinate and contribute to the updating of schemes of work in the department as necessary and oversee their implementation
- To work with the Head of Department to formulate departmental policies in line with school policies and to update these as necessary
- To work with the Head of Department to assess the effectiveness of teaching and learning strategies within the SEND department and across departments in achieving pupil progress for SEND students via the use of agreed Quality Assurance systems and practices

Operational Leadership

- To work with the Head of Department to ensure that SEN departmental schemes of work at all key stages are relevant, effective, engaging and promote collaborative working
- To model good practice in teaching, learning and assessment; working with the Head of Department to share good practice within the department and promote good practice in high quality teaching and learning for all students, based on the understanding that this supports all students, including those with additional needs.
- To coordinate the KS4 alternative curriculum programme (ASDAN), training staff as necessary and acting as Centre Administrator and moderator.
- To liaise with MEAS (Multi Ethnic Advisory Service) to arrange assessment and reports for EAL students, disseminating advice and strategies to classroom staff
- To work with the Head of Department to ensure that strategies for the effective use of data and target-setting within the Department are consistently applied and reviewed as necessary
- To ensure that reporting and feedback within the department are supporting students to progress
- To support the Head of Department in monitoring and intervening with student behaviour in the department
- To plan opportunities for students to develop their understanding by exploiting opportunities for learning outside the classroom
- To support prompt identification of students with SEND on entry into the school, to oversee the administration of screening tests undertaken by Year 7 students shortly after admission and in Year 9

- To support effective liaison between schools to ensure that there is a good continuity in terms of support and progression when students with SEND transfer
- To carry out detailed individual assessments of students where necessary (as identified by staff, parents or the school's Educational Psychologist).
- To refer students to and liaise with outside agencies (HI and VI services, AOT, SALT, OT etc.)
- To complete referral and review documentation for the LA and the local SEND Hub
- To collect, interpret and disseminate specialist assessment data gathered on students with SEND and use it to inform practice
- To maintain and update appropriate records of all students with special educational needs
- To prepare, implement and update Education Health Care Plans for students with SEND
- To support the SENCO in working with students, Heads of Department, Achievement Leaders, subject teachers and form tutors to ensure that realistic expectations of behaviour and achievements are set for students with SEND
- To work with the school's Examinations Officer in supporting students with SEND in the planning of their examination schedules and in ensuring that any necessary additional support in examinations is available.
- To develop strong and positive relationships between parents and the school so as to promote students' learning in a spirit of partnership, providing information to parents about targets, achievements and progress
- To ensure that there is a safe working environment in which risks are properly assessed
- To ensure cover work is set for classes when a member of the department is absent due to illness

Personnel Leadership

- To work with the SENCO to support the team of Learning Support Assistants and SEND tutors working in the school
- To play an active role in staff professional development, including Appraisal
- To support trainee or newly qualified teachers working in the Department
- To contribute to and assist with the co-ordination of the professional development of all staff to increase their effectiveness in responding to students with SEND
- To work with teaching staff, support staff and exams office personnel to ensure that approved access arrangements are put in place for internal school tests, mock examinations and examinations