



THE COOPERS' COMPANY AND COBORN SCHOOL

Love as Brethren

JOB DESCRIPTION

Job Title	Assistant SENCO
Reports to	Assistant Head Teacher and Designated Safeguarding Lead
Job Purpose	<ul style="list-style-type: none">• To work under the direction of the SENCO as part of the SEND team to support learning activities for pupils.• Assist the SENCO by providing support to pupils who need specific and individual attention.• Contribute to the management and support of pupils during learning activities. Establish and maintain relationships with individual pupils and groups. Review and develop own professional practice. Dealing with pupils' therapeutic, pastoral and personal care needs.
Duties	<ul style="list-style-type: none">• Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.• To prepare new pupil Profiles and undertake testing of new pupils as directed by the SENCO.• To prepare and collate Pupil Passports.• To monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning.• To arrange special access arrangements for examinations as required. <p>Key accountabilities:</p> <ul style="list-style-type: none">• Take shared responsibility for care and welfare of SEND pupils• Under the direction of the SENCO collate and prepare information relating to assessments, statements and referrals to other agencies• To collate SEND statistical returns as requested• Organise and manage an appropriate learning environment and assist the teacher to plan teaching and learning objectives that ensure pupil progress and development• Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment• Attend review meetings and prepare paperwork• Support the pupils in accessing learning activities as directed by the teacher/SENCO to enable pupils' progress towards their targets.• Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop• Demonstrate skills in, planning, monitoring, assessment and class management

	<ul style="list-style-type: none"> • Carry out small group interventions, for example; social use of language, SP, EAL and language programmes etc. • Support learning of pupils with specific needs. • Liaise with teachers regarding the pupil support plans • Be aware at all times of the SEN Register • To cover break/lunch interventions when required • Update pupil records as appropriate and assist the SENCO with more complex paperwork as and when necessary • Attend LSA meetings as directed by the SENCO • Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' well being • Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans • Conduct administration tasks within the department including the use of computers, video equipment and photocopiers • Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development • Keep provision maps for intervention and produce reports when necessary.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
Safeguarding	<ul style="list-style-type: none"> • All staff must adhere to the School's Safeguarding Policies and Procedures including engaging in annual Safeguarding Training and Updates.

This role is subject to a six month probationary period

Signed:
Employee

Date:

Signed:
Line Manager

Date.....