

Assistant SENCO

The Directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

Job Information	
Reporting to	SENCO
Grade	G8 point 18 (G8 points 18-23)
Salary	£28,371 FTE pro rata – Actual salary £14,521
Hours /Weeks	3 days (22.5hrs) per week term time only (38 term weeks plus 5.89 weeks holiday entitlement)

Key objectives

- To coordinate and manage intervention programmes that will maximize outcome and achievement of children with SEND
- To work with the SENCO to analyse and interpret standardized assessment, school, local and national performance data, research and inspection outcomes to inform strategic planning.

Main duties and responsibilities

- Identify students requiring intervention programmes through analysis of school data and transition information
- Monitor strategic interventions through use of interim assessments and observations.
- Coordinate and manage the online Edukey provision map to track school-based interventions.
- To ensure the progress of students with SEND is tracked closely and adaptations made.
- To ensure that pupil passports are regularly updated and reviewed.
- Gathering information and liaising with staff to prepare for annual reviews for EHCP and SEN support reviews.
- Supporting with the management of the SEND register.
- To form positive relationships with students and their families.
- To undertake training commensurate with the post.
- To always respect confidentiality.
- To understand and apply school policies in relation to health, safety, welfare and child protection.
- To support the safeguarding and promote the well-being of all students.
- Coordinate access arrangements for national assessments in collaboration with the SENCO

Additional tasks

The duties listed above are neither exclusive nor exhaustive and the post holder may be required by the SENCO to carry out appropriate duties within the context of the job, skills and grade.

Qualifications and experience

Desirable:

- Experience of leadership and management
- Experience of working with a range of students with different needs.
- Excellent ICT skills
- Carrying out standardized assessments.

Skills

Essential:

- Strong interpersonal skills
- Good ICT skills
- Strong organizational skills
- Enjoys working with children and has skills working with vulnerable children.
- Excellent communication and organizational skills
- Experience of working with SEND pupils
- A good understanding of performance data
- A passion for working to improve outcomes for children with SEND.