



The Willows Primary School Assistant SENCo Job Description

MPR / UPR + SEN point 1

Line Manager – Assistant Headteacher SEND & Inclusion / Headteacher

Main purposes of the job

- To assist in managing the provision for pupils identified as having Special Educational Needs and Disabilities (SEND); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.
 - To provide focused support to pupils with complex needs, ensuring no child is left behind.
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Main responsibilities and tasks

Professional responsibilities

- Contribute effectively to and be a supportive member of the staff team.
- Display a high standard of professional behaviour and integrity at all times, show initiative, be proactive and flexible and act as a role model for other staff and pupils;
- Work closely with all teachers and TAs to promote inclusive and adaptive strategies for all
- Make an impact on the educational and personal progress of pupils
- Know, implement and/or follow school and national systems and policies
- Contribute to the professional learning environment by keeping abreast of local and national educational initiatives, participating in and leading staff meetings as required.
- To continue professional development, maintaining a portfolio of training undertaken.

SEND specific roles and responsibilities

- Assist the SENCO in managing the provision for pupils identified as having Special Educational Needs and Disabilities (SEND); including promoting high quality teaching, effective use of resources, assessment.
- Support the learning of children as allocated by the SENCO.
- Contribute to the management and support of pupils during learning activities.
- Deal with pupils' therapeutic, pastoral and personal care needs.
- Support teachers in the development of curriculum resources for SEND.
- Work with the SENCO to develop and implement interventions and individual support packages
- Keep up to date records for pupils with special educational needs in Edukey software.
- Support the SENCO in the preparation of referrals to external agencies including paediatric services e.g CAMHS, SaLT
- Contribute to the target setting for pupils with EHCPs and/or Individual Support Plans
- Support the SENCo in arranging and documenting EHCP Annual Review and IEP meetings
- Collate SEND data as requested and analyse progress and attainment.
- Monitor and evaluate the quality of teaching and pupil responses to learning activities through a range of assessment and monitoring strategies, providing feedback and support to teachers in line with policies & procedures.
- Attend and/or support teachers with meetings, preparing paperwork where necessary.
- Attend meetings with Trust and outside agencies as directed by SENCO.

- Liaise with relevant outside agencies to ensure that individual pupil SEND are met effectively and that the requirements of Education Health Care Plans are met fully.
- Ensure that staff are kept informed of pupils' SEND and advise on areas to develop
- Work with staff to ensure that all SEND Pupil Profiles, passports and plans are used to set subject specific targets and match work well to pupils' needs.
- Use data effectively to identify pupils who are seriously underachieving and alongside teachers, create and implement effective plans of action to support those pupils
- Provide guidance to staff in relation to quality first teaching and the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- Work with the SENCO to promote an inclusive curriculum.
- Monitor the progress of students with SEND and advise the SENCO.
- Support meetings of staff, communicate information and co-ordinate resulting action.
- Deputise for the SENCO as required
- Carry out daily teaching activities for complex needs children and regular small group interventions, for example; social use of language, SP, EAL and language programmes etc.
- Maintain and be aware at all times of the SEND Register.
- Attend 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' wellbeing.
- 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.
- Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional development.
- Prepare appropriate records for the transfer of pupils.

Leadership

- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To support the Headteacher in promoting the ethos of the school.

Other responsibilities

- Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school specific procedures / rules that apply to this role.

The duties and responsibilities of any post may at the discretion of the Headteacher change from time to time and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.

Signature of Headteacher: _____ **Date:** / /

Signature of post holder: _____ **Date:** / /
