



Job Description	
Job Title: Terms & Conditions: Pay Scale/ Grade: Post term:	Assistant SENCO United Learning Trust ULSupportG3ABM3 Permanent
Responsible to: Line Managing:	Deputy Headteacher/ SENCO NA

The Role
<p>To assist in managing the provision for children identified as having Special Educational Needs and disabilities (SEND) or vulnerable, including promoting high quality teaching, effective use of resources and high standards of learning and achievement for all pupils.</p> <p>Responsibilities include being part of our Safeguarding Team, supporting the behaviour management of children, analysing data and the collation and creation of key statutory paperwork.</p>
Key functions
<ul style="list-style-type: none">• To assist the SENCO in leading the provision for SEND within Windale Primary school.• To manage appropriate resources for supporting children with SEND and ensure that they are used efficiently, effectively and safely.• To develop curriculum resources to ensure that pupils identified as having SEND have the required levels of support.• To support the SENCO in managing the implementation of an inclusive curriculum.• Within the context of the school's aims and policies, to work with the SENCO to develop and implement intervention groups and support, tracking the progress of the children and evaluating the effectiveness of the provision.• To manage and maintain provision maps.• To effectively communicate with outside agencies to ensure appropriate training and support for staff and the children they work with.• To model best practice with regards to supporting children.
Specific Responsibilities
<ul style="list-style-type: none">• To support the provision for children who have SEND or are vulnerable, working effectively with teachers and support staff to promote inclusive learning environments.• To liaise with relevant outside agencies to ensure that individual children's special educational needs are met effectively and that the requirements of EHCPs are met fully.• Ensuring that staff are kept informed of children's SEND and advise on areas to develop and support and ensuring Pupil Profiles are kept up to date.• To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.• To build positive relationships and liaise with parents/carers about their children, as appropriate.• To monitor the progress of children with SEND and advise the SENCO.• To offer advice and support to teaching staff in providing a quality first teach approach, under the direction of the SENCO.• To deputies' for the SENCO in matters relating to SEND.

- To prepare the relevant statutory paperwork for Annual Review Meetings, Education, Health and Care Needs Assessments and reports for outside agency involvement.
- To manage the collection of behaviour data and generate analysis reports termly.
- To work as part of the Safeguarding Team, as a Deputy Designated Safeguarding Lead
- To support children and staff with managing challenging behaviour and model best practice at all times, ensuring a positive, nurturing, consistent approach to all interactions with children, in line with Windale's Behaviour Policy.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Health & Safety

- Co-operate with health and safety requirements.
- Report all defects and hazards to the member of staff responsible for this in your school.
- Complete the action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts. Inform employer of any "Near-Misses".
- Be familiar with the emergency action plans for fire, first aid, bomb security and off-site issues.
- Raise health and safety issues with pupils.

Responsibilities

- Promote and ensure the health and safety of pupils (staff & visitors) at all times
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the schools within Oxford Cluster
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Ensure health and safety policies and procedures are complied with at all times
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities

Not all roles can be covered in this job description. A flexible approach is required at all times to ensure the smooth operation of the school.

Performance Management

- To participate fully in the trust's Performance Management process
- Attend relevant INSET training for your role

Knowledge, Skills & Experience

- Keep up to date with developments relating to your role
- Review and maintain your own professional practice through agreed development activities
- Ensure statutory requirements are met
- Ensure a secure knowledge and understanding of all academy policies and procedures

Personnel

- Identify and support Continuing Professional Development (CPD) needs of others

- Able to undertake physical elements of the role
- Practical with DIY skills
- Well organised, conscientious & reliable
- Flexible in their approach to planning their working day
- Communicate effectively to all members of the team
- Work collaboratively with other staff
- Meet in accordance with calendared meetings and with line managers as agreed

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Every member of staff at has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We take the safeguarding of students and staff seriously. All staff are expected to support this ethos.

Employee

Name	
Signature	
Date	