



# **PROSPER Learning Trust**

## **Assistant SENDCo Newcastle Bridges School Job Description**

**Post Title:** Assistant SENDCo

**Salary Grade:** MPS / UPS + TLR 2a

### **Teaching Commitment**

Up to 0.8. A combination of class based and 1:1 or small group teaching to support the SEN needs of our students.

### **Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teacher' Pay and Conditions Document. It may be modified by the Executive Headteacher, with your agreement to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Purpose**

To fully assist the SENDCo in the day to day operation of provision for pupils with additional learning needs and the provision of professional guidance in the area of SEND to all staff in order to secure high quality teaching and effective use of resources to bring about improved standards of achievement for all students.

### **Reporting To** SENDCo

### **Responsibilities**

- Fully assist the SENDCo in the implementation and monitoring of SEND
- To oversee bespoke Learning Support Plans
- To oversee termly SEN Targets and monitoring using the QFT framework
- Assist fully in the writing of EHCPs
- Contribute to overseeing the EHCP caseload
- To promote the highest standards of pupil behaviour, conduct and attitudes
- Fully contribute to achieving the SEN Development Plan targets
- To ensure school policies are consistently applied
- To provide reports when requested

### **Liaising With**

SENDCo, Senior Leadership Team, outside agencies, school staff and parents/carers.

### **Operational/ Strategic Duties**

- Contribute to the appropriate monitoring, recording, interpreting and reporting of progress for SEND pupils
- Contribute to the annual SEND development plan and SEF;
- Help identify appropriate behaviour interventions to help formulate behavior plans and monitor impact
- Monitor the attendance of SEND students
- Set standards and provide examples of best practice for other teachers in identifying, assessing and meeting students' additional learning needs
- Assist the SENDCo to ensure that all members of staff recognise and fulfil their statutory responsibilities to students with additional learning needs
- Contribute to training opportunities for staff to improve their understanding of SEND and develop accessible learning experiences for students with additional learning needs
- Be part of a team to support students with additional needs who will lead on identified interventions and strategies
- Organise and oversee individual intervention programmes as directed by the SENDCo
- Assist the SENDCo in monitoring staff to ensure that individual SEND interventions are built upon in the classroom
- Help produce all relevant documentation in line with the 2015 SEN Code of Practice
- Assist in ensuring the NBS website is compliant with the 2015 SEN Code of Practice
- Help to oversee EP statutory work
- To work when required with the Executive Leadership of PROSPER Learning Trust
- Actively participate in all relevant PROSPER school improvement networks
- Attend relevant senior management meetings
- Represent NBS at all relevant meetings as directed by the SENDCo
- Develop links with other professionals, agencies, governors and other schools
- Assist to implement any recommendations from external SEND audits

### **Staff Development**

- Contribute to the induction of new staff
- Help provide opportunities for the development of staff skills and knowledge

### **Staff Management**

- Assist in coordinating and overseeing LSA's delivering SEND interventions
- Contribute to the evaluation of the quality of teaching for students with additional learning needs

### **Teaching and Learning**

- Support teachers and learning support staff in the identification of the most effective teaching approaches for students with additional learning needs
- Assist in the monitoring of teaching and learning activities to meet the needs of students with additional learning needs
- Help support the development of improvements in literacy, numeracy and ICT skills as well as access to wider curriculum

- Liaise with other schools to ensure continuity of support and learning when transferring students with additional learning needs

### **Recording and Assessment**

- Help oversee the setting and reviewing of appropriately challenging targets for raising achievement among students with additional learning needs
- Help to devise, implement and evaluate systems for identifying, assessing and reviewing students with additional learning needs in line with the 2015 SEN Code of Practice
- Monitor progress against targets
- Help keep parents and carers informed about their child's progress

### **Management of Resources**

- Help to establish staff and resource requirements to meet the needs of students with additional learning needs

### **Other Specific Duties**

- To play a full part in the life of the school community and support the aims and ethos of PROSPER by adhering to the school vision
- Set a good example in terms of dress, punctuality and attendance
- Uphold the schools' behaviour policy and code of dress for students
- To take responsibility for own professional development
- To engage actively in the performance review process
- Undertake any other reasonable duty as specified by STPCD not mentioned above
- Whilst every effort has been made to explain the main duties for this post work each individual task may not have been identified
- Comply with any reasonable request from a manager to undertake work of a similar level not specified in this job description
- Be courteous to colleagues and provide a welcoming environment to visitors

### **General**

The post-holder will be expected to undertake any appropriate training provided by PROSPER to assist them in carrying out any of the above duties.

The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to

The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.