*Assistant SENDCO Job Description*

**The Role**

To assist in managing the provision for pupils identified as having Special Educational Needs including promoting high quality teaching, effective use of resources and high standards of learning and achievement for pupils.

**Responsibilities**

Assist in leading the work of the SEN team.

**Key Functions**

1. To assist the SENCO in leading provision for SEN within school.
2. To use appropriate multi-sensory learning strategies and specialist equipment to meet the learning objectives of lessons. To assist with the differentiation of materials for individuals and groups of children with varied special needs.
3. To manage the Inclusion Hub making sure that staff are aware of students working there and to oversee the support work carried out by the Teaching Assistant working there.
4. To prepare and manage appropriate resources including classroom resources and ensure that they are used effectively.
5. To work with the SENCO to plan, prepare and develop learning activities and implement interventions. To evaluate the effectiveness of provision and to show small steps of progress when interventions are put into place.
6. To lead and prepare CPD sessions for SEN staff.
7. To create an effective timetable for Teaching Assistants and to assist with the training of Teaching Assistant and to liaise with them regularly.
8. To lead on screening students using technologies such as Boxall and lucid testing. Inform the relevant staff of results so that arrangements such as Exam Access Arrangements can be put into place.
9. To support with EHCP reviews and SEN Support Plans by managing and maintaining these and contacting parents to provide necessary information.
10. Ensure that accurate records are kept of interventions and meetings with parents and outside agencies.
11. Keep pupil records up to date and to analyse and monitor pupil progress through a range of techniques.
12. To liaise with other professional staff, parents and outside agencies to ensure effective communication concerning the maintenance of pupil’s wellbeing. Ensure that pupil’s health and safety is maintained.
13. To manage behaviour of intervention groups to ensure a constructive environment and pre-empt situations arising in accordance with school policies.
14. To support meetings of SEN staff, communicate information to staff, parents and pupils and use data to effectively to identify pupils who are underachieving.
15. To participate in staff training and to offer advice and support to teaching staff in providing a quality first teaching approach.
16. To be the first port of call to provide support and guidance for teaching assistants.