October 2021

Addey and Stanhope School
Job Description and Person Specification for Assistant SENDCo

Job Description

As Assistant SENDCo you will work, under the direction of the SENDCo, with children and young people who need extra support, or require an advanced programme of learning, in order to reach their full educational potential.

You may work with individuals who have physical disabilities, sensory impairments (i.e. hearing or visual), speech and language difficulties, learning difficulties such as dyslexia, conditions such as autism, social, emotional and mental health needs, or have a combination of these difficulties.

A key aspect of the work involves identifying individual needs and being responsible for creating a safe, stimulating and supportive learning environment. The post holder will play a key part during primary to secondary transition, particularly for students with EHCPs.

Responsibilities

As Assistant SENDCo, you will need to:

- Assist the SENDCo in leading SEN provision throughout the school
- Use the graduated response to assess, plan, implement and review effective interventions for small groups of students with SEND across the 4 main areas of need. This may include working with external professionals employed by the school including SALT and EP.
- contribute to the preparation and conducting of statutory annual review meetings
- collaborate with subject teachers to define appropriate activities for the pupils in relation to the curriculum
- Ensure that the requirements of the Equality Act (2010) are met in terms of reasonable adjustments and access arrangements
- support primary to secondary transition by liaising with other school settings to ensure continuity of support when transferring students with SEND
- liaise with other professionals, such as social workers, speech and language therapists, physiotherapists and educational psychologists
- work closely with parents and guardians
- organise learning outside the classroom in activities such as community visits, school outings or sporting events
- carry out administrative tasks, including updating and maintaining records of pupils' progress
- Engage in continuous professional learning
- manage behaviour in accordance with school policy
- undertake various other responsibilities within the scope of the role as directed by the Headship Team and Headteacher.

Tasks specific to this role:

- Working with the SENDCo to:
    - analyse the provision set out in the EHCPs of individual students
    - write Individual Support Plans
    - Write student profiles
    - identify, develop and deliver suitable interventions for students in accordance with the provision set out in their EHCPs.
- Liaise closely with subject teachers to identify gaps in students' learning and provide academic mentoring and support to help close the gaps.
- Collect data and information on students' progress in their different subject areas and analyse the impact of intervention on students' progress.
- Write reports to reflect the planning, delivery and impact of support and interventions.
- Meet with parents to agree support plans and keep them up to date with progress.

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Personal Specification

- Qualified to degree level.
- Experience of working with students with SEND is essential.
- Experience of running interventions for small groups is highly desirable
- Good communication, literacy skills and interpersonal relationships.

This JD will be reviewed annually according to the needs of the school.