



Alder Community High School

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Headteacher: Mrs M Critchlow BA (Hons) NPQH

Job title	Assistant SENDCo and Medical Lead
Job ID	S107
Grade	G (SCP 23-28)
Contract	36 hours per week, term time only plus 5 additional days
Salary	£30,493 - £34,671
Responsible to	SENDCo
Responsible for	Teaching Assistants

Core Purpose

To complement the professional work of teachers by taking responsibility for managing the Learning Support Centre (SEND Base), assisting the SENDCo and coordinating all SEND needs of students in the school. This may involve planning, preparing and delivering learning activities for individuals/groups and monitoring students and assessing, recording, and reporting on students' achievement, progress, and development. You will also direct the team of Teaching Assistants in partnership with the SENDCo, leading Medical and take a lead on coordinating all first aid and linking with the school nurse.

Duties and Responsibilities

Support for Students

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Promote the inclusion and acceptance of all students within the classroom.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement.
- Develop and implement IEPs/Student Passports
- Support students consistently whilst recognising and responding to their individual needs.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students.

Support for the Teacher

- Organise and manage appropriate learning environment and resources.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.

- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.
- Production of lesson plans, worksheet, plans etc.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Within an agreed system of supervision, plan to challenge teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Administer and assess/mark tests and invigilate exams/tests as required.

Support for Curriculum

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs.
- Deliver local and national interventions and programmes to support the development of students' skills.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

Management

- Lead referrals for external agencies, including completing paperwork, arranging diaries, submitting evidence to relevant agencies.
- Line-manage direct reports ensuring each individual is effectively deployed.
- Hold regular team / one-to-one meetings in order to address any issues arising and to bring these to an acceptable conclusion wherever possible.
- Be responsible for the performance management and professional development of direct reports.
- Be responsible for the recruitment and induction of new staff to the department.
- Deputise for the SENDCO
- Communicate regularly with parents and carers
- Lead review meetings for students and parents for students on the SEND register
- Deliver CPD sessions to the SEND team and wider school

Resources

- Operate relevant equipment/ICT packages (e.g. MS Office, Edukey, Internet, School Information Management Systems (SIMS), Email).

- Determine the need for, prepare and maintain, general and specialist equipment and resources.
- Use administration and teaching supplies resourcefully.
- Provide advice and guidance to staff, students, parents/carers and others.
- Maintain tidy and organised workspaces and storage areas.
- Control and manage directed budgets.
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students.

Medical Lead

- Coordinate with other schools regarding new starters and leavers with medical needs
- To be the officer responsible for the school First Aid provision, ensuring accurate records are maintained and that the school's Health and Safety policy and Accident Reporting Systems are followed.
- To organise first aid rota and/or act as first point of contact for first aid
- Organising training for staff on use of evacuation chairs and other medical training i.e., Diabetes, head injury, EpiPen
- To plan and supervise student vaccination programmes taking place in school through liaison with health professionals.
- Responsible for ensuring student medicines kept in school are in date, secure, well organised and consents in place
- Ensure all policies relevant to the management of medical needs are current and in place
- Ensure medical lists and posters are updated regularly
- Overseeing medical stock and ordering where necessary
- Organise and update healthcare plans, liaising with SENDCO and parents/carers
- Organise and update evacuation plans, liaising with SENDCO and other staff where appropriate
- Regularly updating the SEND register as required
- Check/maintain the defibrillators (AED)

Wider Responsibilities

- Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person.
- Comply and assist with the development of policies and procedures relating to area of responsibility as required.
- Develop effective professional relationships with others.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's equal opportunities policies and practice.
- Maintain the confidential nature of information relating to the school, its students, parents and carers acting in accordance with the principles of the Data Protection Act 2018 at all times.
- Contribute to and support the overall life, work/aims and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.