



## Job Description

**Post:** Assistant SENDCo  
**Responsible to:** SENDCo  
**Salary:** MPR/UPR +TLR2b

**This job description should be read alongside the range of duties of teachers set out in the annual School Teachers' Pay and Conditions Document.**

### Job Purpose:

- To assist the SENDCo in coordinating and monitoring actions related to students with Special Educational Needs and Disabilities.
- To lead the SEND team, ensuring that all students have access to high quality support and are making rapid personal and academic progress.
- To lead on casework, compiling evidence and advising parents of the process for statutory assessment.
- To establish, monitor and review SEN interventions across the Academy, ensuring high standards of learning and achievements for all students.

### Key Responsibilities:

- Assist the SENDCo in coordinating the development and implementation of the Academy SEND and Inclusion policies in order to raise achievement and improve the quality of education provided for all students with SEND across the Academy.
- Coordinate assessments and gather evidence for statutory assessment on children and young people with identified special educational needs in line with Statutory timescales.
- Analyse and review individual SEND student needs and support staff to set targets for SEND student progress using this data to monitor and identify under-achieving students and implement necessary actions.
- Monitor and record the progress made by students with SEND towards the achievement of targets set and long-term outcomes.
- Keep up to date with all relevant legislation, including the Codes of Practice for SEND and Equal Opportunities. advising parents, teachers and governors on guidance and regulations relating to the statutory special educational needs assessment process ensuring the SEND Code of Practice is followed and implemented successfully.
- Manage and support staff involved in working with students with SEND alongside the SENCO to monitor and appraise TAs, including monitoring any SEND provision they are delivering and their effective role in the classroom through rigorous, supportive quality assurance.
- Work with students, class teachers, key co-ordinators, parents and the senior leadership team to maintain high standards of behaviour and learning.
- Work with the Exams Officer to secure access arrangement and to support students in examinations where an invigilator, scribe, reader or prompt may be required.
- Be responsible for processes and procedures related to SEND, including staff training and development.
- Coordinate and develop effective liaison with external agencies (including TSLA) to maximise support for students with SEND, working closely with Speech and Language Therapist/ Education Phycologist/ Physiotherapist.

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- Manage and maintain all Educational Health Care Plan (EHCP) including Annual reviews and relevant paperwork.
- Promptly and accurately complete any administrative requirements for the SEND register and EHCP reviews, maintaining details both written and electronic.
- Support in the administration of cases presented to the SEMH panel.
- Attend and take minutes for SEND meetings including Annual Reviews and/or draft EHCPs, ensuring action and dissemination to staff team, as appropriate.
- Record accurate SEND information on SIMS and ensure all staff are regularly updated of any changes.
- Provide appropriate resources and guidance for the SEND team, ensuring that they are used efficiently, effectively and safely.
- Attend SEND partnership meetings as required by the SENDCo.
- Identify own learning needs and to attend training in order to develop professional knowledge and skills as directed by line manager through supervision
- Demonstrate enthusiasm, creativity, good judgement and an ability to solve problems and manage time effectively.

## **General Duties:**

- Provide the Assistant Principal (SEND) and Principal with regular comprehensive updates on matters related to SEND within the Academy, seeking advice and guidance where required.
- Keep up to date records of all SEND students within the Academy.
- Provide reports to the Senior Leadership Team & Governors as required.
- Provide support to the Behaviour and Attendance team as required.
- Provide support to the Administration Team as required.
- Attend key after school events and fully participate in training days.
- Attend staff training and briefings as required by the Principal.
- Attend middle and senior leadership meetings as required by the Principal.
- Complete AM, Break, Lunch and PM duties as required by the Principal.

## **Accountability**

### **Key Performance Indicators:**

- Accountable for ensuring that all SEND students meet attendance, behaviour and academic targets set by the Principal.
- Accountable for a reduction in the number of behaviour incidents related to SEND students.
- Accountable for the performance of Teaching Assistants within the Academy.

## **Personal Responsibilities**

- Hold positive values and attitudes adopt high standards of behaviour in your professional role.
- Carry out the duties and responsibilities of the post, in accordance with the Academy's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Take responsibility for safeguarding and promoting the welfare of children.
- Use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- Undertake training and professional development as appropriate.
- Undertake other duties appropriate to the post that may reasonably be required from time to time.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

## Person Specification

Criteria	Essential/ Desirable	Evidence
<b>Qualifications</b>		
	<b>E/D</b>	
• Good honours degree in relevant subject.	<b>E</b>	• Application Form. • References.
• Qualified Teacher Status (or currently an ITT / GTP trainee.	<b>E</b>	
• Master's degree in education or similar.	<b>D</b>	
<b>Knowledge and Skills</b>		
	<b>E/D</b>	
• Very good classroom practitioner.	<b>E</b>	• Application • References • Teaching exercise • Interview and practical activities
• Detailed knowledge of current developments in education including the use of the Pupil Premium.	<b>E</b>	
• Knowledge and experience of intervention strategies.	<b>E</b>	
• Ability to put vision into practice.	<b>E</b>	
• Ability to devise new resources for learning.	<b>E</b>	
• Knowledge and understanding of key government legislation surrounding SEND.	<b>E</b>	
• A in depth knowledge of steps that can be taken to support students with varying forms of SEND.	<b>E</b>	
• Knowledge of the EHCP assessment process.	<b>E</b>	
• Knowledge and understanding of the SEMH panel process.	<b>E</b>	
• Understanding of the key requirements of EHCP's and how to put in place steps to manage the expectation of these plans.	<b>E</b>	
• Knowledge of the social, emotional and mental health needs of young people.	<b>E</b>	
• An excellent understanding of Positive Discipline.	<b>E</b>	
• Able to use interactive ICT systems for teaching and learning.	<b>D</b>	
• Ability to teach a second subject.	<b>D</b>	
• Evidence of leading high quality extra-curricular activities.	<b>D</b>	
• Knowledge of behaviour modification techniques.	<b>D</b>	
• Knowledge of how to deescalate behaviour incidents	<b>D</b>	
<b>Experience</b>		
	<b>E/D</b>	
• Successful record of teaching including very good exam results at one or more of KS4 & KS5	<b>E</b>	• Application • References • Interview and practical activities
• Recent experience working in a secondary school.	<b>E</b>	
• Experience working with a variety of external agencies to support young people.	<b>E</b>	
• Experience leading a team of colleagues.	<b>E</b>	
• Experience working within the SEND team in a large secondary school.	<b>E</b>	
• Experience supporting students to overcome personal barriers to academic success.	<b>E</b>	
• Experience supporting students to improve behaviours	<b>D</b>	
<b>Continuous Professional Development</b>		
	<b>E/D</b>	
• Evidence of commitment to Continuing Professional Development.	<b>E</b>	• Application
• Experience providing training to others.	<b>E</b>	

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Personal Qualities		
• A passion for education and making a difference.	E	<ul style="list-style-type: none"> <li>• Letter of Application</li> <li>• Lesson Observation</li> <li>• Interview</li> <li>• References</li> </ul>
• Excellent communicator.	E	
• Effective team member.	E	
• Ambition.	E	
• Energy, and enthusiasm.	E	
• Drive and determination.	E	
• Willingness to contribute to the wider life of the Academy.	E	
Other Conditions		E/D
• Enhanced DBS Clearance.	E	

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