

Assistant SENDCo

Reports to: SENDCo

Pay Scale: UL TA Band 3 Professional

Hours: Full Time (37.5)/Part Time (22.5), term time only

Job Purpose:

- To play a major role, under the auspices of the Governing Body/Headteacher and the overall direction of the SENDCo, in enhancing the learning and teaching experience for students with Special Educational Needs (SEN) in this mainstream school
- To work in support of the SENDCo in the carrying out of his/her responsibilities
- To be accountable to the SENDCo for agreed responsibilities and roles designated to the SENDCo assistant
- To assist in leading the SEN team of TAs
- To assist the SENDCo in leading the provision for SEN
- To manage appropriate resources for SEN and ensure they are used efficiently, effectively and safely
- To support in the development of curriculum resources to ensure that students identified with SEND on the SEN Register have the required levels of support
- Within the context of UL aims and policies, to work with the SENDCo to develop and implement SEN policies, plans, processes and practices

Key Tasks and Activities:

- To ensure that Strategy Sheets are kept up to date, regularly reviewing these with students and communicating with colleagues and parents about updates and issues arising from reviews
- Working with the admissions and pastoral teams, to welcome new students to the school and assess their current and historical SEND needs, liaising with the SENDCo to ensure these needs are recorded and necessary support is provided
- Supported by the SENDCo, to take a lead on EAL assessments and exams access arrangements and ensure accurate data recording systems are in place
- To arrange daily TA cover as needed to ensure students are adequately supported during staff absence
- To support teaching assistant colleagues with day-to-day queries about their roles and student needs, as well as with issues related to their wellbeing and professional development
- To plan and teach literacy and/or numeracy interventions to support the learning of SEND students
- To work alongside teachers in mainstream classes, supporting all students with SEND or EAL and those with pupil premium funding, including differentiating work where needed
- To liaise regularly with our parent body, acting if called on to function as a Key Worker for specific pupils
- Lead on the Key Worker schedule, supporting TAs as Key Workers
- To monitor with the SENDCO the day-to-day management of the SEND base and work areas, creating a safe, effective and stimulating environment for the teaching, learning and socialisation of students
- To work with the SENDCo, in agreement with parents, to refer students to outside agencies/applications for resources and assessments

Key Skills and Competencies:

- Educated to GCSE Grade C in English & Maths or equivalent
- Initiative, creativity, enthusiasm, empathy, commitment and motivation
- Strong interpersonal skills
- Excellent organisational and IT skills
- Excellent written and spoken English
- Ability to confidently plan and teach numeracy and/or literacy interventions
- Experience of working with children and young people
- An understanding of how struggling learners can make progress
- Understanding of and commitment to supporting different Special Educational Needs
- Understanding of the principles of inclusive teaching
- Understanding of and preferable experiencing in mentoring or supporting colleagues
- Ability to manage the behaviour of demotivated and discouraged students
- Ability to work positively with school staff, parents and pupils and maintain confidentiality

General Accountabilities:

- To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example
- To maintain a visible, professional and high profile within the schools
- To undertake duties within the school, for example the supervision of pupils during break or lunchtime
- Be responsible for one's own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Cluster, and its commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

CAP is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment