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| **Person Specification – Assistant SENDCo (HLTA)** | | |
| **Qualifications** | Essential | Desirable |
| NVQ Level 3 or equivalent qualification or experience | X |  |
| Evidence of completing relevant training in previous positions held |  | X |
| Specific qualifications related to Special Educational Needs |  | X |
| **Experience and Knowledge** |  |  |
| Experience of working within teams to raise outcomes for children | X |  |
| Knowledge of the current primary National Curriculum and the ability to effectively deliver it. | X |  |
| Knowledge and experience of safeguarding policies and procedures | X |  |
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| Experience of building and maintaining effective relationships with all stakeholders, including colleagues, parents/carers, health professionals and The Local Authority | X |  |
| Ability to confidently use technology | X |  |
| Ability to keep and maintain accurate records |  |  |
| Experience of working with pupils with Education, Health and Care Plans |  | X |
| Knowledge of the different profiles of SEND, how they impact pupils in school and strategies to support pupils with SEND |  | X |
| Experience of teaching pupils with a range of SEND needs and challenging behaviours |  | X |
| Experience of liaising successfully with external agencies and professionals, for example Educational Psychologists |  | X |
| **Qualities** |  |  |
| The desire to want to be a highly effective SEND practitioner | X |  |
| The ambition to be part of our trail-blazing school community | X |  |
| Resilience, commitment and a continuous positive attitude | X |  |
| High standards of professionalism, both in verbal and written communication | X |  |
| Adaptive and flexible to support students strengths and meet varied needs | X |  |
| Ability to engage, motivate, challenge and inspire students and staff | X |  |
| Ability to consistently demonstrate a calm, relational, child-centered approach when supporting a dysregulated pupil | X |  |

**Job Description**

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| Job Title | Assistant SENDCo | | |
| Contract | 30 hours per week (0830 -1530, 1-hour unpaid lunch break)  Term time plus one week | | |
| Location | Drake Primary School | | |
| Responsible to | Megan Stuart – SENDCo and Inclusion Lead | | |
| Salary | Scale F  Starting at £27,711 **FTE** | Suitable for ECTs | No |
| Context | | | |
| Drake Primary School has a unique opportunity for an excellent practitioner to work alongside our Pastoral Team and Inclusion Lead as an Assistant SENDCo.  You will be joining an innovative, trail-blazing primary school and playing a role in its success and the ongoing development of SEND offer. Vital to this success is the meaningful inclusion and integration of our pupils within. You will work closely with the Pastoral and Senior Leadership Team who lead on Safeguarding, Attendance, Specialist Provision and Parent Communication in order to ensure best practice and consistency of provision for our pupils across the school.  In addition to working with colleagues, you will work closely with families, building positive trusting relationships with them and their children. You will also collaborate with external professionals and agencies, to ensure the best outcomes for our pupils.  The role will also include the opportunity to model Quality-First Teaching through teaching cover across our school. | | | |
| Responsibilities | | | |
| The main responsibilities are;   * To assist the Inclusion Lead / SENDCo with leading the team responsible for providing support to pupils with SEND. * To provide all those with involvement in supporting pupils with SEND the support, challenge, information and development necessary to sustain high aspirations for all. * To manage and maintain Individual Support Plans, Healthcare Plans and provision maps. * Under the direction of the Pastoral Team, to collate and prepare information relating to assessments, meetings and referrals to other agencies. * To manage appropriate resources for SEND and ensure that they are used efficiently, effectively and safely. * To work with the Pastoral Team to develop and implement intervention groups and support. * Working collaboratively with families to build trusting home/school relationships. * To liaise with relevant professionals from Norfolk County Council and external agencies. * To support our Pastoral and Safeguarding teams and complete necessary tasks under their direction. * Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional development. * To deliver learning activities to small groups or whole classes as directed. | | | |
| Our Offer | | | |
| * A passionate, driven and successful school where you will feel well supported in your role by the leadership team and the wider warm & friendly staff teams. * The opportunity to work with the most wonderful students and families. * A caring ethos with enthusiastic and skilled staff who are highly aspirational and committed to pupil welfare, progress and life-chances. * Excellent professional development and career enhancement opportunities. This includes Autism Education Trust training. Please see the CPD offer for further information. * A laptop and iPad. * Well-resourced facilities for ICT, the Arts and Music, with 4 musicians in residence * On-site childcare (from 12 weeks old to 4 years) * Parking, including electric parking bays. * Working in a brand-new, purpose-built environment. | | | |