Job title:	Assistant SENDCo
Reports to:	Inclusion Manager & SENDCo
Business area:	Additional Learning Support
Responsibility for others:	No

Purpose and context:

- To coordinate specialist support across the Group to students who have needs arising as a result of a learning difficulty and/or disability, or have English, Maths or language support requirements on their main programme.
- To support the SENDCos to provide high quality administrative, operational and organisational support to the SEND team, ensuring systems, records and documentation and maintained accurately and efficiently
- To contribute to the delivery of an outstanding SEND and Additional Learning Support service that promotes student achievement, wellbeing, inclusion and progression.

The following list is intended to give an indication of the range of duties and responsibilities attached to the post and does not attempt to specify all aspects of the role.

Duties and responsibilities:

- To liaise with students and families regarding learning support, process student requests for additional support and to allocate work to appropriate team members.
- Assist the SENDCo to record and input learner information relating to both learning and medical disclosures to help facilitate the smooth transfer from school to Group of SEND students.
- To support the SENDCo with the updating of ALS department records.
- To support the SENDCo with the development of SEN information systems and ensure that they are properly and accurately maintained.
- To assist the SENDCo and the department with general administrative and clerical duties as required.
- To support the SENDCo to organise the delivery of specialist support on a one-to-one basis, or with small groups, or in class with a specific individual or small group of students.
- To keep detailed and accurate records of the work undertaken in line with Group requirements.
- Liaise with other members of staff to ensure support is effective and appropriate.
- Monitor, review and evaluate the support provided.
- To assist in the identification of students who may have Additional Learning Support needs.
- To attend team meetings and contribute to the overall development of Additional Learning Suppc for students at the Group.
- To have an awareness of how work undertaken needs to be evidenced for audit purposes.
- To attend relevant training.
- To assist with ensuring Exam Access Arrangements are in place for students.
- To assist SENDCos with the annual review process.
- To liaise with tutors, professionals, parents and students to ensure the students' needs are met.

- To undertake any reasonable tasks as directed by the SENDCos.
- To communicate proactively with teaching staff to ensure that support is informed by lesson planning
- To provide personal care and welfare support in response to individual students who may require additional help due to medical/physical conditions in and/or out of class in accordance with the learner profiles.
- Undertake risk assessment of learners who disclose support needs under the supervision of your line manager.
- Mentor less experienced or new staff to the team.
- Develop information and resources for the specific area of support.
- To complete Group and department paperwork in a timely manner to support the ALS audit trail and financial budget information.
- Work in a flexible and proactive manner to meet the changing requirements of the Group and the learner.
- To fully contribute to the Group enrolment and initial assessment process.
- Participate and contribute in personal monitoring to meet quality assurance of provision, undertaking training and development and/or support where required.
- Implement appropriate quality management and assurance systems in accordance with Group policy.

Responsibilities of all employees:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect
We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion
We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition
We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration
We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Person Specification: Assistant SENDCo		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	**Criteria: Essential Desirable**	**Assessed: Application Interview Task References**
<u>Qualifications and Training:</u>		
GCSEs in English and Maths A*-C/9-4 or equivalent	Essential	Application
Relevant Level 3 qualification	Essential	Application
SEN Qualification	Desirable	Application
Safeguarding and Prevent training (or to be completed within one month of appointment)	Essential	Interview
<u>Relevant Experience:</u>		
Experience of working with people with social, emotional and mental health difficulties	Desirable	Application, Interview
Experience with learning difficulties or disabilities	Essential	Application, Interview
Experience of working with learners with additional support needs in an educational setting	Essential	Application, Interview
Experience of mentoring staff	Desirable	Application, Interview
Experience of working in FE	Desirable	Application, Interview
Experience of working with external agencies	Desirable	Application, Interview
<u>Skills and Knowledge:</u>		
Ability to motivate and promote learning	Essential	Interview
The ability to share skills with colleagues and new staff to the Additional Learning Support Service	Essential	Interview
The ability to form and maintain appropriate relationships and personal boundaries with all students	Essential	Interview, References
The ability to maintain appropriate discipline through use of positive behaviour strategies	Essential	Interview, References
The emotional resilience needed to develop appropriate behaviour strategies	Essential	Interview, References
Proficient in IT – Microsoft Office, E-mail and Internet use	Essential	Application, Interview

Ability to produce accurate records	Essential	Interview
Awareness of the Equality Act 2010	Essential	Application, Interview
Awareness of 2014 SEND Reform	Essential	Interview, Task
The ability to take notes for learners or a willingness to develop skills	Desirable	Interview
The ability to adapt materials for learners according to individual needs	Desirable	Interview, Task
Additional Factors:		
Availability and ability to work in a variety of situations across the Group	Essential	Interview
A professional approach	Essential	Interview
A flexible approach to working practices	Essential	Interview
A good team member	Essential	Interview
Adaptable to change	Essential	Interview
A commitment to the principles of Equality and Diversity	Essential	Interview
As the Group is a multi-campus site, flexibility and willingness to work across all sites is required	Essential	Interview

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview. view.