**Job Outline and Person Specification**

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| **Position Title** | **Assistant SENDCO** |
| **Location** | Holsworthy Community College |
| **Reporting to** | SENDCo |
| **Job Term** | Permanent |
| **Hours** | 37 hours per week, 39 weeks per year |
| **Work pattern** | tbc |
| **Grade / Salary** | Grade D |
| **Organisation** | The Dartmoor Multi-Academy Trust |

There are 18 schools within The Dartmoor Multi Academy Trust, 1 special, 3 secondary and 14 primary schools.

Upon appointment, your main place of work will be Holsworthy Community College, but you may be required to work across all the schools within Dartmoor Multi-Academy Trust at any time as directed by the Executive Group / Principal.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**The Role**

To assist and lead in managing the provision for students identified as having Special Educational Needs and Disability (SEND); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all students. To deputise for the SENDCo.

**Responsibilities**

To be a key member of the SEND leadership. To lead on work with EHCP students and those on SEN K (Support) and line manage members of the SEND Department

**Key functions**

* To assist the SENDCo in leading the provision for SEND within school.
* To lead and oversee all areas of the SEN Code of Practice in the school.
* To manage appropriate resources for Special Educational Needs and for those with medical needs to ensure that they are used efficiently, effectively and safely
* To develop curriculum resources to ensure that students identified as having SEND have the required levels of support
* Within the context of the colleges aims and policies, to work with the SENDCo to develop and implement intervention groups and support.
* To provide all those with involvement in Special Needs and Learning Support the support, challenge, information and development necessary to sustain motivation and secure improvement in learning.
* To support learning of students as allocated by the SENDCo
* To lead on the students with EHCPs.
* To manage and maintain provision maps.

**Specific Responsibilities**

* To offer advice and support to teaching staff in providing a quality first teach approach for students in this area, under the direction of the SENDCo.
* Keep up to date with key developments across the 4 main areas of SEND needs.
* Plan and deliver specialist higher level intervention.
* Regularly use and interpret college data to inform teacher and teaching assistants on the progress and support required for students.
* Develop and deliver programmes to support students with needs to engage in their learning
* To meet with parents to support students with SEND, so that there is a joined-up thinking between home, school and agencies.
* To liaise with outside agencies by writing referrals, meeting agencies and sharing relevant information.
* Lead, write and submit EHCP applications and coordinate the process from initial application to production of plan.
* Lead on Early Help, if necessary, for students.
* Monitor, assess and review students’ progress and data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils
* Oversee, write and review SEN Summaries for Holsworthy Community College students with SEND needs ensuring that staff are kept informed of students’ SEND, advising on areas to develop and support and to provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different students.
* Organise, lead and submit Education Health and Care Plan reviews for students
* Lead with applications for additional funding.
* Undertake admin tasks necessary for role.
* To lead, monitor and implement part-time timetables for students who require Alternative Provision.
* Oversee, train and direct staff to deliver small group/individual intervention.
* Provide staff training, including to teachers and non-teaching staff, in areas of specific SEND need.
* Lead and liaise with advisors/outside agencies, parents, Safeguarding and Pastoral teams to ensure that individual students SEND are met effectively and that the requirements of Education Health and Care Plans are met fully.
* Identify/refer for identification of specific needs.
* To line manage teaching assistants, providing appraisal and CPD guidance.
* Lead and liaise with teachers and TAs ensuring appropriate differentiation in lessons and delivering/organizing appropriate CPD
* Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
* To work with the SENDCo to promote an inclusive curriculum.
* To lead meetings of SEND staff, communicate information to staff and co-ordinate resulting action.
* To deputise for the SENDCo in all matters relating to SEND.

This document outlines the duties and level of responsibilities required of this post at the time of appointment. It is not an exclusive or comprehensive list. Duties may vary from time to time without changing the characteristics of the job or level of responsibility.

**Person Specification**

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| **Category** | **Requirements** | **Essential/ Desirable** |
| **Education/ Training** | * HLTA status (or Qualified Teacher Status). | Essential |
|  | * Qualifications in English/Maths to GCSE Grade A-C. | Essential |
|  | * Other relevant qualifications (e.g. Foundation Degree in Education). * Qualifications or training in ASD | Desirable  Desirable |
| **Experience** | * Experience of working in a secondary school with children across all key stages. | Essential |
|  | * Training or expertise in a relevant curriculum or other learning area (e.g. Maths, English or Science). * Good knowledge of the SEND code of practice. | Essential  Essential |
|  | * Leading and managing other support staff. * Experience of working with children who have needs e.g. Autism, Social, Emotional and Mental Health etc. | Desirable  Desirable |
| **Knowledge** | * HLTA Standards or Teachers’ Standards | Essential |
|  | * Relevant policies, codes of practice and legislation including safeguarding. | Essential |
| **Skills/Abilities** | * Plan effective support for pupils at risk of underachieving. | Essential |
|  | * Be able to organise and implement planning. | Essential |
|  | * Work independently. | Essential |
|  | * Positive approach to behaviour management. * Administrative, report writing and record keeping skills | Essential  Essential |
|  | * Calm under pressure and able to adapt to change quickly. * Ability to analyse data and undertake research to present findings and solutions in a clear manner | Essential  Essential |
|  | * Use coaching and mentoring skills with adults and pupils. | Desirable |
|  | * Demonstrate leadership and line management skills. | Desirable |

**All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the**

**welfare of children and young people and expect all staff and volunteers to share this commitment.**

**The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure**

**Barring Service (DBS).**