

LONG TRATTON HIGH SCHOOL

Job Description

Job Title:	Assistant SENDCo (3 days, 18 hours)
Salary range or job grade:	7-11 (pro rata)
Responsible to:	SENDCo
Responsible for:	Supporting the management of the SEND provision in the school
Effective Date:	ASAP

Role and Context	
Job Purpose:	Coordinate the day to day provision of education for all pupils with Special Educational Needs and ensure that pupils with SEN participate as fully as possible in the life of the school.
Dimensions	Whole school cohort is approximately 750 pupils with a varying number of SEN pupils in each year group
Relationships:	Works closely with: • SENDCo • LSAs • Heads of Department • Pupil Development Team Provides information and assistance to: • All teaching and non-teaching staff, pupils, parents and Governors
Other Job Information:	The jobholder will need to be DBS approved. The post holder will be expected to fulfil the Teachers' standards.

Principal Accountabilities	
The purpose of this post is to continue to raise standards within the school for pupils with Special educational needs	
1.	Be responsible for the creation and management of LSA timetables.
2.	Be a first point of contact for parents, staff, pupils and outside professionals in matters relating to the SEN needs of LSHS pupils.
3.	Arrange and attend meetings relating to the SEN needs of LSHS pupils e.g. feedback meetings with teacher from Sensory Support, EPSS and /or with parents, and feedback any necessary information to staff.
4.	Maintain and update the SEN register and One Page Profiles for individuals with SEN and oversee the records of pupils on the SEN register.
5.	To contribute to the planning and management of Literacy and Numeracy interventions for Yr7 Catch Up Premium pupils and others, and track the progress made by these pupils.
6.	Organise Exam Access Arrangements testing for pupils in Yr9 who may be eligible for EAA.
7.	Prepare paperwork for annual EHCP reviews and for referrals to outside agencies such as the EPSS and ATT.

8.	Liaise with SENDCos from feeder schools to ensure the smooth transition of Yr6 pupils with SEN to LSHS.
9.	Liaise with post 16 providers to ensure the smooth transition of LSHS pupils with SEN to further education and/or training.
10.	Advise and support staff in catering for the needs of pupils with SEN.
11.	Perform any other duties commensurate with the role as outlined by the <u>SENDCo</u> .
Key Performance Indicators: • Key Stage 3 results • Key Stage 4 results • Parental and pupil feedback	

<i>Key Competencies</i>
Self-Management Manages personal priorities, pressures and workload in an efficient and effective way.
Self-Development Seeks feedback on their performance and takes appropriate actions to improve.
Communications Listens to and communicates clearly with individuals and groups to help mutual understanding.
Equality and Diversity Is constantly mindful of equality and diversity issues in providing services, and seeks to avoid discrimination.
Self Awareness Understands their own behaviour, is aware of how it impacts others, and can modify their approach accordingly.
Analysis and Judgement Identifies and solves problems ensuring connections are made with related issues and involves others in the process.
Flexible and Adaptable Develops and maintains constructive relationship which contribute to teamwork and achieving objectives.
Customer Focus Actively seeks out, listens to and builds on evaluation and feedback from customers.
Proactive Approach Champions new initiatives in support of strategic objectives and encourages change.

General Information: • The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job. • All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
DATE.....SIGNED.....