

**JOB DESCRIPTION**

**Job Title:** Assistant SENDCo

**Grade:** Grade H

**Hours:** 37 hours per week/ Term

time plus 12 additional days (including 5 inset days plus 7 days)

**Responsible to:** SENDCo

**Direct Supervisory Responsibility for:** Learning Support Assistants

**Main Purpose of Job**

To be part of the SEN Team supporting the SENDCo.

# Duties and Responsibilities

1. To assist the SENDCo in fulfilling the school’s statutory SEN duties including ensuring that transition arrangements fully support the entry and inclusion of students with SEN.

1. As directed by the SENDCo, to deliver individual literacy and numeracy programmes to small groups and individual students requiring intervention work to catch up with their peers.

1. To support the assess, plan, do, review process including the mapping of provision and accurate recording of intervention outcomes.

1. Organise and manage an appropriate learning environment and assist teachers in planning appropriate learning objectives that ensure student progress and development

1. Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.

1. Act as a role model and establish a clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote students’ self-control and independence to ensure good behaviour and respect for others is maintained.

1. Plan and deliver interventions for specific area of need and support the raising of standards and literacy across the curriculum.

1. To manage the educational testing within Saltash Community School through liaison with the Examinations Officer and SENDCo and communicating these results as appropriate. To include managing exam access arrangements (training if required).

1. To assist the SENDCo in developing a long-term strategy to raise overall levels of attainment for students with SEN. Research best practice in other schools, identify priorities for development and contribute to the Development Plan.

1. To develop and implement classroom support plans.

1. Take shared responsibility for the care and welfare of SEND students.

1. To ensure effective and regular communication with members of the department and other staff as appropriate.

1. To ensure effective and regular communication/consultation, as appropriate, with students with SEN and their parents/careers, ie by assisting SENDCo with annual reviews.

1. To liaise with the LA and external agencies to ensure student needs are met effectively.

1. Supporting the process of identifying students on the SEND register.

1. To line manage the work of some of the LSAs who deliver intervention programmes as directed by the SENDCo.

1. To conduct Performance Management for selected LSAs and complete the relevant paperwork. To assist the LSAs to develop relevant knowledge and skills to meet the needs of the students.

# Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.

1. To maintain confidentiality of information acquired in the course of undertaking duties.

1. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.

1. To undertake other duties appropriate to the grading of the post as required.

Date Updated: November 2024

Updated by: Senior HR Officer



**PERSON SPECIFICATION**

**Job Title:** Assistant SENDCo

**Department:** Safeguarding

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| **Attributes**  | **Essential**  | **Desirable**  | **How identified**  |
| **Relevant** **Experience**     | Experience of working with students with special educational needs or disabilities   | Experience of teaching or learning responsibilities related to SEND  Experience of working with children or young people with complex or severe learning   | Application form Interview References  |
| **Education and** **Training**      | Educated to degree level   | Exam Access qualification  | Application form Interview  |
| **Knowledge and** **Skills**        | Confident, professional and well organised with an attention to detail.  Excellent IT and communication skills  | Knowledgeable about current developments in the teaching of SEN within the National Curriculum.  Experience of using SIMS applications for monitoring students with SEND   | Application form  References  |
|  |  | Knowledge of policies and procedures relating to safeguarding   |  |
| **Any Additional** **Factors**      | Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people  High standards and expectations of students and colleagues.  Excellent interpersonal and communication skills  A creative and dedicated professional, focussed on students making progress   | Keen to initiate and innovate.  Able to make a contribution to the wider education of students at the school  | Application form  Interview  References  |

Date Updated: November 2024

Updated by: Senior HR Officer