

NEW MILLS SCHOOL

Job Description

Post:	Assistant SENDCO
Post Ref:	TA4M (Team Leader)
Grade:	G9 (PP16-19)
Line Manager:	Assistant Headteacher for Inclusion (SENDCO)
Purpose of the Post:	To support the Assistant Headteacher for Inclusion in ensuring that all students with Special Needs have an appropriate provision, that they receive a broad well-balanced and relevant education and make good progress

SPECIFIC RESPONSIBILITIES:

- To lead on coordination of SEN departmental interventions, including SEMH / communication and interaction and any other interventions agreed by the SENDCO.
- In liaison with the SENCO, to identify target students for appropriate support and intervention using available data.
- To liaise with the SENDCO to arrange timetable of intervention.
- To support and monitor colleagues (TAs) in the delivery of any SEN intervention
- To know and support students' targets
- To undertake support activities outside of lessons e.g break/lunch time supervision, homework/lunch club.
- To actively promote all aspects of the school's SEND provision in a positive way.
- To contribute to the tracking and evaluation of intervention / support programmes through school specific systems / Provision Map
- To support the identification of SEND in line with SEN policy
- To work with the SENDCO and support them in the day to day running of the inclusion department
- To enhance the practice of other staff by being an example of good practice and a role model within the Inclusion team
- To coach and model good special needs support for other staff as necessary to raise standards
- To support the development of pupil passports and SEND support plans.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- To identify, collate information, and facilitate referrals for pupils who are recognised as needing specialist support.
- To contribute, where appropriate, to statutory reviews of students' EHCPs.
- To line manage staff and conduct formal appraisals in line with school policy and support professional development within the SEND team.
- To deputise for the SENDCO in matters relating to SEND.

GENERAL RESPONSIBILITIES

Personal and professional conduct

- To have proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.
- To demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- To have regard for the need to safeguard students' well-being by following relevant statutory guidance along with school policies and practice

- To promote social and emotional development of the students alongside other team members
- To uphold values consistent with those required from teachers by respecting individual differences and cultural diversity.
- To commit to improve their own practice through self-evaluation and awareness, and participating in the School's performance management scheme.

School duties and meetings

- To perform duties and attend meetings as reasonably required.
- To act as a first aider (training provided as needed)
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

Note: This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder's signature:

Post holder's name:

Date: