

JOB DESCRIPTION

Job Title: Assistant SENDCo

Reporting to: Lead SENDCo

Grade: L1-5 (with up to 15 periods of teaching)

Employee Values

The post holder will be expected to operate in line with our employee values which are:

- Ambition without limit
- We break down barriers
- We turn our best into normal
- Every interaction counts
- We are a family

Overall purpose of the post:

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

Main duties and responsibilities:

Working with the support and guidance of the Lead SENDCo and within the vision and values of the Trust in order to:

- To assist the Lead SENDCo in leading the provision for SEND within the academy.
- To manage appropriate resources for Special Needs and Learning Support and 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.
- To work with the Lead 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 manage and maintain personalised plans, provision maps and provision plans.

- Under the direction of the Lead SENDCo, collate and prepare information relating to assessments, statements and referrals to other agencies.
- To collate SEND statistical returns as requested and analyse progress and attainment.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.
- Provide support with High Needs Funding Applications and the tracking of funding.
- Attend students review meetings and prepare paperwork.
- Attend meetings with Trust and outside agencies as directed by the Lead SENDCo.
- To liaise with relevant outside agencies to ensure that individual student SEN are met effectively and that the requirements of statements of SEND are met fully.
- Ensuring that staff are kept informed of students' SEND and advise on areas to develop and support. Working with the Lead SENDCo and other staff to ensure that all SEN student Profiles, passports and plans are used to set subject specific targets and match work well to students' needs.
- Using data effectively to identify students who are seriously underachieving and where necessary create and implement effective plans of action to support those students.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different students.
- To work with the Lead SENDCo to promote an inclusive curriculum.
- To liaise with and inform parents/carers about the specifics of the SEND provision for their child under the direction of the Lead SENDCo.
- To monitor the progress of students with SEND.
- To offer advice and support to teaching staff in providing a quality first teaching approach, under the direction of the Lead SENDCo.
- To support the process of access arrangements in liaison with the relevant senior leader.
- Maintain and be aware at all times of the SEND Register and profile sheets.
- Update student records as appropriate and assist the SENDCo with more complex paperwork as when necessary.
- Keep provision maps for intervention tracking and impact and produce reports when necessary.

Additional Responsibilities

- Carry out other tasks, commensurate with the seniority of the post, which will be allocated over the duration of the contract of employment.

- Participate fully in the Trust's briefing and INSET system and team, professional and personal development activities and promote a commitment to continuous development and improvement.
- Participate fully in the Trust's performance management process and work to achieve agreed set objectives.
- Undertake mandatory training on child safeguarding and data security, ensuring that you understand how to identify and report safeguarding concerns.

POLICIES AND EXPECTED STANDARDS

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times (the post holder will be expected to influence and develop the Trust policies as directed by the Chief Executive). The Code of Conduct for Employees in particular sets out what you as a post holder are required to follow at all times and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

Outwood Grange Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS and safeguarding training, as required under the latest version of Keeping Children Safe in Education. Staff have a duty to recognise and report any concerns they have about the safety or welfare of a child to the relevant and qualified individual within the organisation. The post holder will also be required to undertake Safer Recruitment Training.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work and the security of information. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

Special Features

- The post will require travel between academies;
- The academies allocated to the postholder may vary under the direction of the Chief Executive.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, government and local authority staff, other staff from academies and schools.



Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.

PERSON SPECIFICATION

Job Title: Assistant SENDCo

Qualifications	Essential	Desirable
Degree	✓	
Qualified Teacher Status (QTS)	✓	
Qualified SENDCo or willingness to take National SENCO Award Masters level qualification	✓	
Experience		
Substantial teaching experience (Qualified Teacher Status) and a proven track record of success for all SEN pupil groups		✓
Demonstrable experience of working co-operatively with parents, teachers and other professionals	✓	
Experience of staff management and working as part of a team		✓
Experience of planning and delivering a programme for professional development		✓
Experience of transition for students with Special educational needs and empowering learning through supporting outside agencies, ensuring effective quality teaching and implementing intervention techniques		✓
Skills		
A sound knowledge and understanding of the expectations within all the Secondary phases and the National Curriculum	✓	
An understanding of the needs of children	✓	
A knowledge of the SEND legislation and an understanding of best practice with regard to inclusion and pastoral care	✓	
Knowledge of the difficulties experienced by children within the specialist area and strategies / interventions that can be used to support them in educational settings		✓
A good understanding of curriculum planning	✓	
Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines and setting of personal goals	✓	

Ability to ensure environments within the Academy are welcoming, inclusive and fully supportive of all children Achieving their very best	✓	
Commitment to effective and inclusive educational practice and a willingness to respond to the learning needs of all pupils	✓	
Sensitivity to the needs of the parents, pupils and other professionals	✓	
Ability to build effective working relationships with staff and other stakeholders	✓	
Other		
Effective communication and interpersonal skills	✓	
A commitment to getting the best outcomes for all students and promoting the ethos and values of the Trust	✓	
Translates the Trust strategy to employees at all levels to enable them to understand and engage.	✓	
Values		
Ability to demonstrate, understand and apply our employee values. These are embedded in all roles and applicants must evidence these values as part of the application process: ● Ambition without limit ● We break down barriers ● We turn our best into normal ● Every interaction counts ● We are a family	✓	