



Assistant SENDCo

Job Description & Person Specification

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Job Description

Purpose of the Post:	As an integral member of the team, key duties will include assisting in managing the provision for students at the Academy who are identified as having Special Educational Needs and Disabilities (SEND); including promoting high quality support, effective use and deployment of resources, underpinned with high standards of learning and success for all students.
Reporting to:	Penrice Academy SENDCo
Key Contacts:	SEND Support Staff, Teaching Staff, Students, Parents/Carers, Professionals from outside agencies
Location:	Based at Penrice Academy but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.

Main Responsibilities:

- ❖ Play an integral role in implementing our SEND strategy and being an advocate for learners with SEND
- ❖ Contribute to the management and support of students with SEND by establishing and maintaining exceptional relationships with both support and teaching staff at the school
- ❖ Manage the daily organisation of our Learning Centre and line-manage a team of SEND Specialists under the direction of the SENDCO and have responsibility for support staff deployment for learners on our Academy's SEND record of need
- ❖ Oversee fortnightly professional supervision meetings with SEND specialists to discuss individual learners and their needs/provision
- ❖ Review and develop support staff practice, holding members of the team to account
- ❖ Identifying and supporting a small caseload of students who are experiencing barriers to learning
- ❖ Quality assurance of SEND Student Support Plans and Case Studies

Outline of duties:

- ❖ To assist the 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 and effectively to support the needs of our learners
- ❖ To develop and maintain a suite of interventions to support learners, and measure and the impact of these interventions
- ❖ To support the SENDCo in managing the implementation of an inclusive curriculum

- ❖ To work with the SENDCo to develop and implement intervention groups and support as outlined as part of our additional and different/specialist provision.
- ❖ To provide all those with involvement in Special Needs, the support, challenge, information and development necessary to sustain motivation and secure improvement in learning and advocacy for our learners with SEND
- ❖ To have a caseload of students and support the learning of this cohort as allocated by the SENDCo
- ❖ To manage and maintain personalised SEND Support Plans and Provision Mapping
- ❖ To collate SEND statistical data as requested and analyse progress and attainment so the Academy's SEND record of need can be audited termly and reported to Governors. Data to be used to underpin supervision meetings with the SEND team and reported to teaching and support staff
- ❖ Provide support with High Needs Funding Applications and the tracking of funding
- ❖ Under the direction of the SENDCo to ensure statutory SEND information is accurate on the school's website and our internal SEND Hub is up to date
- ❖ To invigilate examination and tests or act as a 1:1 for access arrangements
- ❖ To collate information from various sources to support requests for needs assessments and neurodevelopmental pathway referrals

Specific Responsibilities:

- ❖ To support the provision of SEN, including the allocation of support time within the classroom
- ❖ Working with the SENDCo and wider SEND team to ensure that all SEND Support Plans and Student Passports are used to set specific targets as part of the Assess, Plan, Do, Review cycle and learner's needs
- ❖ Using data effectively to identify students who are underachieving and where necessary create and implement effective plans of action to support those students through fortnightly supervision meetings. To monitor the progress of students with SEN and advise the SENDCo
- ❖ Maintain the Academy's Record of Need and audit each term, outlining students who should be escalated and de-escalated. Communicate this with all stakeholders
- ❖ To work with the SENDCo to promote an inclusive and ambitious curriculum
- ❖ To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENDCo as required.
- ❖ To support meetings of SEND staff, communicate information to the wider staff group as directed and co-ordinate resulting action.
- ❖ To offer advice and support to teaching staff in providing a quality first teaching approach, under the direction of the SENDCo.
- ❖ To monitor, track and implement an effective and timely SEND referral process, communication outcomes with all staff and Parents/Carers
- ❖ To support the process of access arrangements in liaison with our Exams Access Assessor

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.




Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> ❖ Attainment of GCSE Grade C or above in Maths and English (or able to demonstrate equivalent numeracy and literacy skills) 	<ul style="list-style-type: none"> ❖ Attainment of A-Levels or equivalent of a Level 3 standard of education ❖ Qualified Teacher Status, desirable but not necessary 	Application Form / Interview
Skills and Experience	<ul style="list-style-type: none"> ❖ Experience of working within the SEND area ❖ Experience of leading a team ❖ Experience of management 	<ul style="list-style-type: none"> ❖ Experience of working within a school or educational setting 	Application Form / Interview
Specialist Knowledge	<ul style="list-style-type: none"> ❖ Excellent knowledge of the SEND Code of Practice 0-25 ❖ Advocacy with learners with additional needs ❖ Excellent working knowledge of ICT and data systems ❖ High level of oral and written communication skills ❖ An understanding of the barriers to learning for SEND students ❖ Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. ❖ Demonstrates an awareness, understanding and commitment to equality and inclusion. 	<ul style="list-style-type: none"> ❖ Knowledge of current education and professional developments and an understanding of their application in a SEND context 	Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> ❖ A strong commitment to safeguarding children and young people; full awareness and knowledge of current national legislation for safeguarding and child protection ❖ A relentless passion towards ensuring the very best outcomes for students with SEND ❖ To believe in the importance of teamwork and a collaborative approach, to be able to build supportive working relationships with colleagues both within and outside the SEND Department 		Application Form / Interview

	<ul style="list-style-type: none"> ❖ Ability to lead by example and motivate others ❖ A desire to play a full part in the life of the school community, to support its distinctive mission and ethos and encourage staff and students to follow in this example ❖ Ability to work under pressure, prioritise effectively and manage workload 		
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Penrice Values and Ethos	<p>Pride - Our students are proud to be part of this community. They take pride in how they present and conduct themselves, and in the quality of work they produce. Our staff take pride in their work with students to develop them both academically and socially.</p> <p>Respect - We are respectful of each other and our beliefs, allowing individuals to grow into their own unique self without fear of prejudice.</p> <p>Success - Students at Penrice are able to feel successful every day, not just through the outstanding academic results they achieve, but through small wins each time progress is made or an obstacle is overcome, knowing that being the best version of themselves is the ultimate quest and the only expectation we have.</p> <div>    </div>
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SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.



CORNWALL EDUCATION LEARNING TRUST