



Priory School (Foundation)

Job Description: Assistant SENDCo

Responsible to: Headteacher

Level and Point: MPS/UPS + Sen Allowance

Main Purpose of the job:

Support the SENCo in leading and developing high-quality SEND provision, ensuring that pupils with SEND and other vulnerable groups receive effective, targeted support and achieve their full potential.

Play a key role in driving inclusive practice across the school, embedding a consistent graduated approach and supporting staff to meet the needs of all learners.

To maintain a teaching commitment which models excellent inclusive practice.

Responsibilities. The post holder will effectively:

- Support the implementation of a consistent graduated approach (assess, plan, do, review) across the school
- Carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document in force from time to time
- Promote the effective safeguarding and welfare of children and young people within the School at all times and demonstrate vigilance in respect of the same.
- Under the overall leadership of the Head teacher, have and promote a clear understanding of the vision, aims, and ethos of the School, and an awareness of its role within the community
- Promote and apply the School's Mission and Vision Statements and adhere to the Priory Values
- Support in meetings with pupils and families who are receiving targeted support
- Support in visits for prospective employees and volunteers, including information events, school tours and recruitment activities
- In partnership with the Head teacher and other stakeholders, organise and lead assemblies, celebratory and fundraising and PR events, as required. These may, at times, be outside of the school day/week/term
- Act as the Head teacher's representative in dealing with initial pupils or parental complaints when related to relevant children
- In partnership with the Head teacher manage school resources effectively
- Promote and protect the health, safety, and welfare of all pupils and staff
- Develop and maintain effective contact with all specialist support services as appropriate
- Undertake any other duties and responsibilities commensurate with the grade of the post as required by the Head teacher
- Concerns regarding breach of duty, bribery, whistleblowing or any other unethical or unlawful practice by any person to be brought to Head Teacher's attention without delay.
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Specific Responsibilities:

Supporting Targeted Support

To support the identification, assessment and provision for children with SEND and contribute to effective programmes which are monitored and evaluated for impact.

- Support identification of pupils with SEND, including new arrivals
- Support analysis of pupil data to inform targets and provision
- Assist with statutory assessment processes and documentation
- Work with teachers to identify barriers and strategies
- Deliver, monitor and evaluate targeted interventions for impact
- Support high-quality provision mapping and pupil plans that are regularly reviewed and adapted

Teaching and Learning

- Plan and deliver high-quality inclusive teaching
- Model adaptive teaching and scaffolding strategies
- Use assessment to inform teaching
- Create an inclusive and engaging classroom environment
- Model, coach and support staff to develop high-quality inclusive practice across the school
- Promote adaptive teaching strategies that enable all pupils to access the curriculum
- Contribute to the development of a consistent approach to inclusion across all classrooms

Developing Self and Working with Others

- Build positive relationships with staff and pupils
- Support staff through coaching and guidance
- Contribute to a collaborative culture
- Engage in professional development
- Maintain high expectations for self and others
- Support the delivery of CPD and guidance to staff on SEND and inclusive practice

Managing the Organisation

- Support organisation of SEND provision
- Maintain accurate records
- Support reviews and monitoring systems
- Ensure provision is effectively implemented

Securing Accountability

- Support evaluation of SEND provision
- Contribute to reporting on pupil progress
- Work with external agencies where appropriate
- Promote accountability and high standards

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

Safeguarding and Behaviour

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled Guidance for Safer Working Practice for Adults who work with Children and Young People in Education and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the School.

You are also required to know and comply with the DfE document 'Keeping Children Safe in Education' and 'Working Together to Safeguard Children'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries in professional relationships with children at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

Freedom of Information

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No Smoking / Vaping / Intoxicants Policy

No smoking, vaping or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking, vaping or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking or vaping of any product and / or the consumption of alcohol are strictly forbidden.