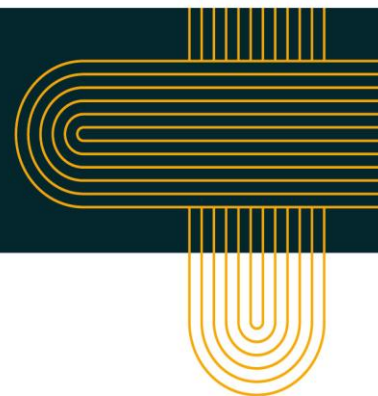




Job Description

Post: Assistant SENDCo
Responsible to: SENDCo
Salary: MPR/UPR +TLR2b

This job description should be read alongside the range of duties of teachers set out in the annual School Teachers' Pay and Conditions Document.

Job Purpose:

- To assist the SENDCo in coordinating and monitoring actions related to pupils with Special Educational Needs and Disabilities.
- To lead the SEND team, ensuring that all pupils have access to high-quality support and are making rapid personal and academic progress.
- To lead on casework, compiling evidence and advising parents of the process for statutory assessment.
- To establish, monitor and review SEND interventions across the school, ensuring high standards of learning and achievement for all pupils.

Key Responsibilities:

- Assist the SENDCo in coordinating the development and implementation of the school SEND and Inclusion policies in order to raise achievement and improve the quality of education provided for all pupils with SEND across the school.
- Coordinate assessments and gather evidence for statutory assessment on children and young people with identified special educational needs in line with Statutory timescales.
- Analyse and review individual pupil needs and support staff to set targets for SEND pupil progress using this data to monitor and identify under-achieving pupils and implement necessary actions.
- Monitor and record the progress made by pupils with SEND towards the achievement of targets set and long-term outcomes.
- Keep up to date with all relevant legislation, including the SEND Code of Practice and Equal Opportunities legislation, advising parents, staff and governors on guidance and regulations relating to the statutory assessment process ensuring the SEND Code of Practice is implemented successfully.
- Manage and support staff involved in working with pupils with SEND alongside the SENCO to monitor and appraise TAs, including monitoring any SEND provision they are delivering and their effective role in the classroom through rigorous, supportive quality assurance.
- Work with pupils, class teachers, support staff, parents/carers and the senior leadership team to maintain high standards of behaviour and learning.
- Coordinate access arrangements for statutory assessments and tests, ensuring pupils receive appropriate support in line with their identified needs.
- Be responsible for processes and procedures related to SEND, including staff training and development.
- Coordinate and develop effective liaison with external agencies (including TSLA) to maximise support for pupils with SEND, working closely with Speech and Language Therapists, Educational Psychologists and Physiotherapists.
- Manage and maintain all Education, Health and Care Plan (EHCP) including Annual reviews and relevant paperwork.

- Promptly and accurately complete any administrative requirements for the SEND register and EHCP reviews, maintaining details both written and electronic.
- Support in the administration of cases presented to the SEMH panel.
- Attend and take minutes for SEND meetings including Annual Reviews and/or draft EHCPs, ensuring action and dissemination to staff team, as appropriate.
- Record accurate SEND information on SIMS and ensure all staff are regularly updated on any changes.
- Provide appropriate resources and guidance for the SEND team, ensuring that they are used efficiently, effectively and safely.
- Attend SEND partnership meetings as required by the SENDCo.
- Identify own learning needs and to attend training in order to develop professional knowledge and skills as directed by line manager through supervision
- Demonstrate enthusiasm, creativity, good judgement and an ability to solve problems and manage time effectively.

General Duties:

- Provide the SENDCo, Headteacher and Senior Leadership Team with regular comprehensive updates on matters related to SEND within the school, seeking advice and guidance where required.
- Keep up to date records of all SEND pupils within the school.
- Provide reports to the Senior Leadership Team & Governors as required.
- Provide support to staff in promoting positive behaviour, attendance and inclusion.
- Provide support to the Administration Team as required.
- Attend key after school events and fully participate in training days.
- Attend staff training and briefings as required by the Headteacher.
- Attend leadership meetings as required by the Headteacher.
- Complete AM, Break, Lunch and PM duties as required by the Headteacher.

Accountability

Key Performance Indicators:

- Accountable for supporting pupils with SEND to make strong progress in learning, attendance and personal development.
- Accountable for a reduction in the number of behaviour incidents related to SEND pupils.
- Accountable for the performance of Teaching Assistants within the school.

Personal Responsibilities

- Hold positive values and attitudes adopt high standards of behaviour in your professional role.
- Carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Take responsibility for safeguarding and promoting the welfare of children.
- Use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- Undertake training and professional development as appropriate.
- Undertake other duties appropriate to the post that may reasonably be required from time to time.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Person Specification

Criteria	Essential/ Desirable
Qualifications	E/D
• Qualified Teacher Status and a good honours degree or equivalent qualification.	E
• Master's degree in education or similar.	D
Knowledge and Skills	E/D
• Very good classroom practitioner.	E
• Detailed knowledge of current developments in education including the use of the Pupil Premium.	E
• Knowledge and experience of intervention strategies.	E
• Ability to put vision into practice.	E
• Ability to devise new resources for learning.	E
• Knowledge and understanding of key government legislation surrounding SEND.	E
• An in-depth knowledge of strategies to support pupils with a range of SEND.	E
• Knowledge of the EHCP assessment process.	E
• Knowledge and understanding of the SEMH panel process.	E
• Understanding of the key requirements of EHCPs and how to put in place steps to manage the expectation of these plans.	E
• Knowledge of the social, emotional and mental health needs of young people.	E
• An excellent understanding of Positive Discipline.	E
• Able to use interactive ICT systems for teaching and learning.	D
• Evidence of leading high-quality extra-curricular activities.	D
• Knowledge of behaviour modification techniques.	D
• Knowledge of how to de-escalate behaviour incidents	D
Experience	E/D
• Successful record of teaching and improving outcomes for pupils across the primary age range.	E
• Recent experience working in a primary school.	E
• Experience working with a variety of external agencies to support young people.	E
• Experience leading a team of colleagues.	E
• Experience working within a SEND team in a primary school.	E
• Experience supporting pupils to overcome personal barriers to academic success.	E
• Experience supporting pupils to improve behaviour	D
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development.	E
• Experience providing training to others.	E
Personal Qualities	
• A passion for education and making a difference.	E
• Excellent communicator.	E
• Effective team member.	E
• Ambition.	E
• Energy, and enthusiasm.	E
• Drive and determination.	E

• Willingness to contribute to the wider life of the school.	E
Other Conditions	E/D
• Enhanced DBS Clearance.	E

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