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| **POST TITLE: ASSISTANT SENDCo** |
| **OVERALL PURPOSE OF THE POST** |
| * Assist in leading and managing the Inclusion department, in close partnership with the SENDCo * Assist the SENDCo in leading the provision for students with SEND and those who are vulnerable * Support high quality teaching, effective use of resources and high standards of learning and achievement for all students. * Support the development of subject specific pedagogy for students with SEND * Support the learning of students with SEND and those who are vulnerable, their well-being and ongoing achievement, securing high quality outcomes * Be a role model of effective practice for the Inclusion (SEND) Department * To promote and safeguard the welfare of all students |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| **SPECIFIC DUTIES OF THE POST**  To assist the SENDCo in leading the provision for students with SEND within the academy, promoting high quality teaching for students with SEND, and ensuring the effective use of resources and high standards of learning and achievement for all students.  To be undertaken under the direction of the SENDCo:   * To offer advice and support to teaching staff in providing a quality first teaching approach * To support the SENDCo in managing the implementation of an inclusive curriculum * To support the provision of education for students with SEND, including the allocation of support time and the writing of Grids for Learning * Ensure that staff are kept informed of the progress and needs of students with SEND and advise on areas to develop and support * To liaise with relevant outside agencies to ensure the needs of individuals with SEND are met effectively and that the requirements of EHC plans are met fully * Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies * Use data effectively to identify students who are seriously underachieving and where necessary create and implement effective plans of action to support those students * To support Inclusion Team meetings, communicate information to staff and co-ordinate resulting actions * To support the process of exam access arrangements, when required by the SENDCo * To deputise for the SENDCo in matters relating to SEN   **ROLES AND RESPONSIBILITIES OF ALL TEACHING STAFF**  1.Quality of Education: Curriculum, Teaching and Learning, Assessment & Feedback   * To maintain the teacher standards as set out by the DfE. * To have a clear understanding of the intent of the relevant curricula and the intended end points for students, working with others to plan highly effective Curriculum Maps, Schemes of Work and lessons. * To collaborate with colleagues in order to improve the effectiveness and consistency of learning & teaching. * To ensure that strong relationships, good subject knowledge and effective pedagogy form the bedrock of consistently good teaching and learning * To ensure all students can engage and achieve in lessons, making reasonable adjustments for students with identified Special Educational Needs and/or Disabilities using professional expertise and Grids for Learning as appropriate. * To support, develop and implement department assessment & feedback procedures. * To use assessment for learning as an integral part of effective teaching and learning. * To ensure formative and summative assessments are accurate and students are informed of their strengths and areas for development * To use information from formative and summative assessment to plan for effective next steps in learning. * To make effective use of resources, including ICT.   2. Supporting and guiding students’ Personal Development, Behaviour and Attitudes   * To teach, assess progress towards curriculum goals and contribute to the planning of the Personal Development curriculum. * To inspire and advise students on how to build on the learning in school for future progression and careers * To develop positive can do attitudes within students, encouraging high aspirations and ensuring all students make good progress. * To be a role model for students, demonstrating and reinforcing the Academy’s values * To implement the Academy Behaviour for Learning strategy maintaining a positive learning environment and positive professional relationships with students * To be aware of and implement when necessary, The Academy’s Child Protection and Safeguarding procedures. |
| ***OTHER*** |
| All ACET staff are expected to:   * Appropriately maintain the confidentiality of the working environment; * Promote and support the aims, ethos and vision of the academy/trust; * To comply with all ACET policies and procedures; * To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974; * Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post. * Work in other ACET academies, as required (with travel payment if appropriate).   *The purpose of this job profile is to provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.* |