



St Laurence School Job Description

Title of Post:	Assistant SENDCo
Grade:	NJC Pay Scale Grade G SCP 12 - 14
Contract Terms:	NJC Terms and Conditions SLS Generic job description for all support staff 33 hours per week 39 weeks per year
Fundamental Task:	The Assistant SENDCO will promote the progress and achievement of SEND students throughout the school. This role will be student-focused and will ensure high standards and expectations for both SEND students and staff.
Relationships:	The postholder is responsible to:- • SENDCo • Headteacher

Professional interaction with colleagues is expected in order to maintain productive relationships and promote mutual understanding.

Staff are entitled to expect courtesy and respect from students and are expected to work towards a constructive and harmonious relationship with them.

Main Duties:	Key responsibilities: • To work closely with SEND students • Assist in the day to day running of the AEN department • Support SENDCo with Access Arrangements and testing • Complete Annual Review Meetings • Gather together EHCP evidence in line with the application process • Be a point of contact for external agencies • Meet with students and create new Pupil Passports • Take part in parental meetings • Maintain up-to-date information for SEND including completing Pupil Passports • Assist in transition visits and preparation including attending Y6 ARs • Update management systems with key information relating to SEND students • Ensure SEND statistics are current and accurate • Completing purchase orders • Assisting the SENDCo in arranging alternative provision • Maintain contact with the parents of SEND students • Administer communications to external agencies and parents • Coordinate round robins, gathering evidence to support students • Line manage MDSAs and or TAs • Work with Deputy SENDCo to refer students for the Needs Led Pathway
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Setting and Achieving High Expectations:

- Ensure a consistent approach to supporting SEND students
- Promote a culture where students, staff and parents, have high expectations

Promote autonomy, where students engage fully within the educational establishment

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Operational Management:

- Ensure standards of support across this area are effective and in-line with current safeguarding regulations.
- Set high expectations for staff and students.
- Support and/or represent St Laurence School at meetings, as and when required.

People and Resource Management:

- Liaise with subject teachers and TAs to ensure accurate information is gathered and shared
- Support the SENDCO in ensuring the effective and efficient management of the SEND Budget
- Provide staff with the relevant and necessary information so that they have a clear direction and understanding of the needs of SEND students
- Ensure staff are developed and performance is managed appropriately
- Manage an efficient administrative system

Building Partnerships and External Facing:

- Develop strong and effective partnerships with all stakeholders
- Develop and grow strong and effective relationships with all parents

Resources	The jobholder is accountable for the accurate handling and security of incoming and outgoing communications for SEND students and the SEND register
Working Environment	The work must be completed methodically and to deadlines and the programme of work. There will be a high level of interaction with students, families and outside agencies. Contact with students/parents is about routine matters. Extensive use of Display Screen Equipment.
Decision Making	The jobholder has no direct decision-making responsibility but is responsible for adherence to Whole School and Departmental policies.

For all staff - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

Notes: The jobholder must have the ability to undertake a range of tasks involving the Interaction with all School stakeholders.

- a) The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section 3, paragraph 35).
- b) In line with school policy, all job descriptions are subject to review each year, to support professional development of the postholder and to ensure that the role meets the challenging needs of the school