

**Job Description – Assistant SENDCo**

Hours: 35 hours per week, Monday to Friday

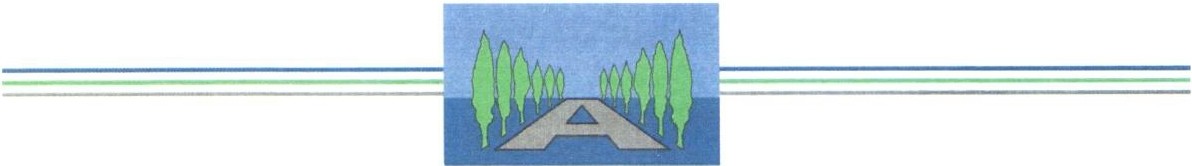
Reporting to: Lead SENDCo

Payscale: UPS, TLR 2 Min + SEN Max

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| **Job Purpose** | The post holder will be expected to work closely with and support the work of the Lead SENCo, deputising as required.  There will be a teaching commitment with the role but this is yet to be determined  Contributing to the overall ethos/work/aims of the school |
| **Areas of Responsibility** | Support with the writing, implementation, monitoring and review of Education, Health & Care Plans (EHCPs) and Adulthood Plans  Effectively promote SEND as a whole school priority  Support the Lead SENDCo in providing a robust, child-centered approach to Annual Review Meetings  Support the Lead SENCo in applying for additional funding for identified pupils  Support the implementation of school policies/procedures and work within their framework  Establish constructive relationships with parents/carers/professionals  Support the revising and updating of the SEND Policy and other associated documentation  Support with the referral process to external agencies by completing forms and gathering supporting information such as support plans  Lead/attend annual reviews as required, ensuring that paperwork is completed within the legal timeframe  Attend SENDCo Network meetings with the Lead SENDCo  Attend school Triage meetings with the Behaviour Support and Personal Development/Wellbeing teams as well as the Lead SENDCo then complete allocated actions in a timely manner.  Under the direction of the Lead SENDCo, measure the effectiveness of identified interventions and their impact on pupil progress against their outcomes.  Attend and contribute to Destination Team Meetings with the Lead SENDCo and key school staff to ensure good outcomes for our students and an efficient transition  Work collaboratively with other key teams/individuals in school to support the educational, social and health needs of pupils  Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.  Reporting safeguarding concerns as necessary to the designated person |
| **Teaching and Learning** | **Teaching commitment**  Establish good relationships with pupils, acting as a positive role model for them  Be aspirational and have high expectations for pupils  Support difference, ensuring all students have equal access and opportunities to learn and develop  Under the direction of the Lead SENDCo, work with teachers to annotate EHCPs so that:   * they accurately reflect each pupil’s strengths and needs * each child has outcomes that are both relevant and provide challenge * outcomes are in line with our school curriculum and small steps of progress can be tracked * provision is relevant, up-to-date and implemented |
| **Knowledge and Skills** | The Assistant SENDCo should demonstrate their knowledge and understanding of:   * Legislation which is central to the teaching of children and young people with special needs. * Legal timeframes within which the annual review process has to be delivered * The legislative and policy frameworks which govern education at national and local levels. * The impact of new technologies. * Models of teaching and learning appropriate in a school for children and young people with special needs |
| **Professional Development** | Continue to develop knowledge and understanding of SEN, keeping fully up to date with national and local developments  Participate fully in school appraisal procedures  Attend training and other learning/development activities as required |
| **Personal Qualities** | * Resilience * Humour * Social-awareness * Empathy. * Emotional intelligence. |

I have read the Job Description and person specification and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Person Specification – Assistant SENDCo**

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| **Attributes** | **Criteria** | **Essential**  **Desirable** | **Evidence base** |
| **Qualification** | * Degree Level qualification * Qualified Teacher Status * Further postgraduate qualification - National Award for Special Educational Needs Coordination (NASENCO) * Specialist SEN Qualification | **E**  **E**  **D**  **D** | Application form  Interview |
| **Professional Knowledge, Skills, Abilities & Experience** | * Practicing SENDCo * Knowledge of inclusive practice and strategies relating to learners with additional /special educational needs within Schools and the wider community * Sound knowledge of the SEND legislation and how to be compliant * Knowledge of how to prepare High Needs bids/Increased funding * Understanding of safeguarding and child protection procedures/PREVENT guidelines * Confident and fair with well-developed interpersonal skills in working with teachers and support staff. * Able to develop positive working relationships with parents and a range of stakeholders. * Highly child-centred, supporting students to be aspirational and encouraging them to work independently, taking control of their own learning progress and developing them for the future. * Experience of reporting SEND data to governors and outside / website audience * Adept at using and handling data in a focussed and logical way to monitor performance closely and identify or address issues. * Teaching experience | **D**  **E**  **E**  **D**  **E**  **E**  **E**  **E**  **D**  **D** | Application form  Interview  Written Task  References  Lesson Observation |
| **Other Relevant Skills** | * Excellent verbal and written communication skills and able to construct high quality reports. * Well-developed IT skills and a strong commitment to embracing the benefits of new technologies in teaching, learning and assessment. * Work to tight deadlines and be flexible with the need to change work practices as needs arise. * Work effectively across the whole organisation * Ability to manage time effectively. * Excellent SEN record keeping for named students | **E**  **E**  **E**  **E**  **E**  **E** | Application form  Interview  Written Task  References  Lesson Observation |
| **Personal Attributes** | * Strong commitment to equality for children and staff * A recognition of the need to embrace and celebrate diversity and an awareness of safeguarding / health and safety needs * High professional integrity and an ability to maintain the utmost confidentiality. * Ability to deal with the ambiguous and unplanned. * Remain optimistic and retain a sense of proportion * Act with discretion and sensitivity * Demonstrate sound judgement * Sense of humour | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** | Application form  Interview  Written Task  References |