



Job Title: Assistant SENCo

Location: The Bolsover School, Bolsover, Derbyshire, S44 6XA

Salary: The Redhill Academy Trust Pay Scale - Band 9 Scale Point 41 - 45

Hours of work: 37 hours per week - term time only

Responsible to: Assistant Headteacher (SENCo)/School Operations Manager

Post objective:

To assist the SENCo in ensuring the school has an efficient, effective SEN provision and to assist in managing and co-ordinating a team of Teaching Assistants.

The post holder will be required to use the Academy's standard computer hardware and software packages where appropriate.

Main Duties and Responsibilities:

Specific duties and responsibilities under the direction of the Assistant Headteacher (Inclusion) include:

Managerial tasks:

- Co-ordinate the TA team;
- To assist the SENCo in the Co-ordination, planning and adaptation of the TA timetable;
- Complete the performance management of teaching assistants/record as appropriate under the initial direction of the SENCo;
- To assist in the Planning and delivery of training for the TA team;
- Arrange training from outside agencies;
- Arrange and direct key workers and key work sessions for individual pupils;
- Undertake TA classroom observations as part of their CPD;
- Liaise with the Exams officer to arrange IES to test pupils in school for exam dispensation – record successful pupils;

- Liaise with the Exams Officer to arrange rooms and suitable provision for pupils requiring special consideration for exam purposes.

Assistant SENCo tasks:

- Assist in the writing and processing of inclusion funding bids – attend review meetings;
- Complete statutory assessment requests;
- Assist with the coordination of annual reviews of pupils with EHCPs and inclusion funding, including chairing these meetings where required;
- Arrange classroom observations of pupils for outside agencies;
- Liaise with outside agencies;
- Refer pupils to outside agencies including the Early Help provision;
- Attend multi-agency meetings where relevant;
- Attend meetings and liaise with parents and Attendance Officer for pupils who are persistent absentees;
- Liaison with Attendance Officer, parents and other agencies to regularly review the progress and strategies for persistent absentees;
- Liaise with alternative education placements – assist with transition;
- Co-ordinate and chair team around the school meetings;
- Attend some child protection meetings;
- Write reports for outside agency assessments and letters of support applications;
- Attend transition meetings/review meetings of year 6 pupils – liaise with primary SENCo;
- Attend SENCo network meetings and conferences;
- Prepare for and attend parents' evenings to provide parents with SEN information;
- Keep and update SEN pupil records;
- Update and evaluate SEN register;
- Develop individual profiles – give advice to staff in the new academic year;
- Produce individual and group provision maps;
- Update and evaluate SEN register and whole school provision map;
- Update SIMS with individual information and attach relevant documents to SIMS pupil profiles;
- Show prospective parents and pupils around school;
- Attend new admission/reintegration meetings when necessary;
- Liaise and regularly communicate with parents/carers;
- Advise parents of programmes/support groups relevant to their requirements;
- Assist high profile pupils with the transition to post-16 placements;
- Offer advice and strategies for teachers to use with SEN pupils in the classroom;
- Supervise the Inclusion Area at break time, which is open to vulnerable students;
- Attend tribunals as required;
- To contribute to the safeguarding and promotion of the welfare and personal care of children and area Child Protection Procedures.

- Monitoring and support wider school focus groups e.g. Pupil Premium and Catch-up students.
 - To run and monitor relevant intervention groups
 - To help prepare documentation and help conduct meetings with students and parents/carers
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- All staff are expected to maintain high standards of customer care. Undertake any other duties which may be reasonably regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms

Additional Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos / work / aims of the school
- Establish constructive relationships and communicate with other agencies / professionals
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as appropriate
- Participate in training and other learning activities and performance development as required

This post will involve closely working on a one-to-one basis with students, including those falling within the vulnerable/SEND category and therefore engages in regulated activity.



THE
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SCHOOL

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Person Specification