

INVICTUS

Education Trust

JOB DESCRIPTION

JOB TITLE:	Assistant SENDCo
LOCATION:	Crestwood
SALARY RANGE:	Grade 7
REPORTING TO:	Assistant Headteacher SENDCo
RESPONSIBLE FOR:	Teaching Assistants
LIAISING WITH:	Headteacher, SLT, teaching and support staff and outside agencies
Main purpose:	To lead the development of appropriate interventions, syllabuses, resources, schemes of work, marking and assessment policies, and teaching and learning strategies within the school and to ensure the needs of all SEND students are met.
MAIN DUTIES:	
General Duties	<p>To lead the development of appropriate interventions, syllabuses, resources, schemes of work, marking and assessment policies, and teaching and learning strategies within the faculty</p> <p>To actively monitor and track pupil/student progress and devise strategies to address underachievement, setting pupils/students individual targets</p> <p>The support with the day-to-day management, control and operation of provision within the faculty, including effective deployment of staff and physical resources</p> <p>To develop a constructive working relationship among the Access and Inclusion team; devolving responsibilities and delegating tasks, as appropriate</p> <p>Working alongside senior leadership team, in determining the strategic development of SEN policy and provision in the school</p> <p>Day-to-day responsibility for the operation of SEN policy and co-ordination of specific provision made to support individual pupils with SEN, including those who have EHC plans</p> <p>Providing professional guidance to colleagues and will work closely with staff, parents and other agencies</p> <p>Establish and maintain a safe environment and purposeful working atmosphere which supports</p>

	<p>learning and in which pupils feel secure and confident.</p> <p>Ensure appropriate pupil profiles are in place and regularly monitored and reviewed, keeping accurate records.</p> <p>Prepare EHCP applications and complete annual reviews</p> <p>To co-ordinate and deliver effective maintenance of EHCPs in line with statutory requirements.</p> <p>Undertake the coordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.</p> <p>Support all staff in understanding the needs of SEN pupils.</p> <p>Oversee the day-to-day operational implementation of the SEN policy within the school</p> <p>Co-ordinate the implementation of all provision for pupils on the SEN register, working closely with Teachers and Teaching Assistants providing training and support to deliver effective provision</p> <p>Liaise with the relevant Designated Teacher where a looked after pupil has SEN</p> <p>Liaise with the Attendance Officer to support where a pupil with attendance issues has SEN</p> <p>Liaise closely with the Pastoral Team</p> <p>Support with the deployment of the school's delegated budget and other resources to meet pupils' needs effectively</p> <p>Liaise fully with parents of pupils with SEN</p> <p>Liaise with External providers, other schools, Educational Psychologists, Health and Social Care professionals, and independent or voluntary bodies</p> <p>Be a key point of contact with external agencies, especially the local authority and its support services</p> <p>Work with the senior leadership team and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements</p> <p>Ensure that the records of all pupils with SEN is kept up to date</p> <p>Be responsible for the admissions process for students with statements of special education needs (SEN), attending meetings as directed by the senior leadership team</p> <p>Ensure a commitment to own professional development, keeping up to date with current thinking and practices.</p> <p>Carry out performance management of designated staff</p> <p>Oversee the provision for pupils with medical needs</p> <p>To lead the additional KS2-KS3 transition programme for EHCP and other vulnerable students.</p>
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	To attend Annual Reviews of Y6 EHCP students who will transition to Crestwood School in Y7.
Staffing and Resources	<ul style="list-style-type: none"> • Positively engage in appraisal reviews of teaching assistants/support staff as directed by Assistant Headteacher SENDCo • Line-manage teaching assistants/support staff as indicated by the School structure • Contribute to the recruitment and induction of new staff • Promote teamwork and effective working practices
Other professional requirements:	<ul style="list-style-type: none"> • Establish and maintain regular communication in the Trust • Communicate with parents/carers and outside agencies where appropriate • Attend professional meetings as required • Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to Teaching and Learning • Actively engage in the Trust's appraisal process • Take part in the Trust's staff development programme • Attend and contribute to meetings • Work as a part of a team and positively contribute to effective working relationships • Take part in Trust events as directed by the CEO • Undertake the professional duties of a teacher and leader as set out in the school teachers pay and conditions document
Other Specific Duties	
<ul style="list-style-type: none"> • Play a full part in the life of the Trust community, to support its vision, mission and values • Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example • Be courteous to colleagues and be welcoming to visitors • Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary</p>	
Support for the Trust	
<ul style="list-style-type: none"> • To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust • Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection • Comply with the Trust's dress code • Attend and participate in meetings as required • Participate in training, other learning activities and appraisal as required • Recognise own strengths and areas of expertise and use those to advise and support others • It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people. 	
Safeguarding Requirements	
We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have	

satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: [Keeping Children Safe in Education, 2023](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Person Specification

Criteria	Essential	Desirable
Qualifications	<p>Experience of working with SEND students within an educational setting</p> <p>Previous experience as a HLTA/and or management experience</p>	<p>Educated to degree level with a specialism linked to SEND /and or the National curriculum</p> <p>Educated to A level or equivalent</p> <p>DSL Qualification</p> <p>First Aider</p>
Experience	Proven experience in effective liaison with a range of outside agencies.	
Skills and Knowledge	<p>Knowledge and understanding of the expectations within the new EYFS and National Curriculum.</p> <p>Knowledge and understanding of current developments and best practice in SEND legislation and all aspects of inclusion and pastoral care.</p> <p>Proven experience in effective liaison with a range of outside agencies.</p> <p>Knowledge of the range and types of interventions available.</p> <p>The effective management of provision for SEND.</p> <p>Understanding of child protection procedures and safeguarding children.</p> <p>Ability to use performance data to inform provision mapping and planning.</p> <p>Produce and update EHC plans and other statutory documents.</p> <p>Ability to deal sensitively with people.</p> <p>Ability to communicate effectively, taking into account the views of others, including effective oral and written communication and excellent presentation skills.</p> <p>Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines and setting personal goals.</p>	

Personal Qualities	<p>A commitment to inclusive education and a willingness to respond to the needs of all learners.</p> <p>Reliability, professionalism and integrity.</p> <p>Strong interpersonal, written and oral skills with the ability to deal confidently with a range of people including Senior Leadership, staff, parents and pupils.</p> <p>An effective team member with the ability to use own initiative when appropriate</p>	
Flexibility	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust	

This job description/person specification may be amended at any time in consultation with the postholder.

Job Title:	Assistant SENDCo		
Chief Executive Officer's signature:		Date:	
Postholder's signature:		Date:	