**Job Description**

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| **Post:** | Assistant Special Educational Needs Coordinator |
| **Responsible to:** | Special Educational Needs Coordinator |
| **Job Purpose:** | * To support with the day to day implementation of the Academy’s SEND policy. * To ensure that the Academy upholds its duties and complies with legislation according to the SEN Code of Practice. * To assist the SENDCo in leading and managing all aspects of intervention for students with SEND in the Academy. * To assist the SENDCo in co-ordinating, monitoring and developing provision for students with SEND according to national and local guidelines, the SEND policy, handbook and academy procedures. * To take responsibility for the enhancement of parental engagement, in line with the academy’s strategic plan. |
| **Key Responsibilities:** | * To raise standards of attainment and achievement for students with SEN across the Academy and to monitor and support students’ progress. * To support the Senior Leadership Team ensuring that all teachers plan and teach lessons which are accessible to, and raise attainment of students with SEN. * To promote and provide equality of access and opportunity across the Academy. * To identify students whose barriers to learning impact on their ability to achieve their potential. * To compose individualised programmes of intervention according to student need and assessment data. * To lead on all SEND Engage Evenings * To contribute to and monitor the SEN register. * To contribute to and monitor the provision map. * To ensure dissemination of information and strategies with regards to SEN students who are experiencing barriers to learning. * To assist the SENDCo in ensuring that students with Education Health Care Plans receive their entitlement. * To assist the SENDCo in completing the applications for students qualifying for FFI funding. * To monitor the SEND communication policy and tracking. |
| **General Duties:** | * To assist the SENDCo in collecting and interpreting assessment data to inform interventions, resources, policies and teaching strategies. * To assist the SENDCo in liaising with subject staff to ensure that there is early identification of needs. * To assist the SENDCo in developing appropriate interventions that are additional to and different from those employed through high quality teaching. * To assist the SENDCo in ensuring that all planning and interventions aid student independence and support their learning across the academy. * To assist the SENDCo in monitoring programmes of intervention regularly to ensure their relevance and appropriateness. * To assess, record and report on the development, progress and attainment of students with SEND and those who are under-achieving in compliance with academy requirements. * To provide support in class by team teaching and preparation. * To liaise with representatives from outside agencies, updating them on student progress and requesting additional support if necessary. * To maintain appropriate records of both assessment and teaching and to provide relevant, accurate and current data as required to ensure that students files are up to date and accurate. * To keep individual education plans or similar documents and targets up to date and ensure that this information is disseminated appropriately without disregarding confidentiality. * To develop effective working practices with staff, parents, agencies and the governing body. * To assist the SENDCo in leading the SEND team of staff and to contribute positively to that team and develop effective working relations within the academy. * To respect and maintain confidentiality of information according to the Academy’s policies and legal requirements. * Hold positive values and attitudes and attitudes and adopt high standards of behaviour in their professional role. * To carry out the duties and responsibilities of the post, in accordance with the Academy’s Health and Safety policy and relevant Health and Safety Guidance and Legislation. * Organise CPD activities for staff where appropriate * To attend all appropriate meetings. * To take responsibility for safeguarding and promoting the welfare of children. * To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner. * To undertake training and professional development as appropriate. * To undertake other duties appropriate to the post that may reasonably be required from time to time. * To participate in the academy’s staff development programme. * To keep specialist qualifications up to date. * To attend appropriate further training and professional development in order to keep abreast of new developments. * To engage in the performance management/appraisal process. * To undertake performance management reviews. * Provide support to the Inclusion and Attendance team as required. * Attend middle and senior leadership meetings as required by the Principal. * Complete AM, Break and PM duties as required by the Principal. |
| **Accountability**  **Key Performance Indicators:** | * Accountable for ensuring that students with SEN make expected progress. * Accountable for ensuring that parental engagement is of the highest level and that parents are supportive of the work completed by the academy with their child. * Accountable for ensuring SEND students access their allocated provision. * Accountable for ensuring that the Academy upholds its duties and complies with legislation according to the SEN Code of Practice. * Accountable for the compliance of the SEND department with the SEND communication policy. |

*The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*