

Assistant SENDCo

Purpose of Job:

To support the Senior Leadership Team and SENDCo to enhance inclusion and improve pupil outcomes for all pupils. To co-ordinate support for pupils to access their learning or the school environment. To work either 1:1 or with small groups of pupils on how they can regulate themselves when they are finding tasks difficult. Work alongside the Designated Safeguarding lead to ensure pupils remain safe. To run interventions for pupils who need targeted support through scheduled interventions. To have contact and liaise with a variety of stakeholders to ensure the best support is in place to support pupils.

Main Duties

	To help with the Assess Plan Do Review Process, requests for statutory assessment and annual review process.
	To support the consultation process for new admissions.
	To work in partnership with all stakeholders (SEND team, pastoral team, class teachers, support staff, external agencies, and parents) to provide holistic support that improves the outcomes for students with additional needs.
	Be involved in the implementation, reviewing and finalising of IEP's and outcome trackers.
	To ensure student information is shared securely and safely in line with the Code of Practice and GDPR guidance.
	To plan, deliver and evaluate relevant interventions according to need.
	Promote the inclusion of students with SEMH needs within the whole school provision.
	Refer children to specialist services and external agencies in discussion with SENCO and families.
	Being a specialist in SEMH, you will promote best practice and provide support, challenge, training and development (CPD) to colleagues to ensure pupil progress.
	Make applications for additional support regarding external assessment for e.g., Occupational Therapy, Educational Psychology Service, SALT, CAMHS teams' referrals as well as follow up and communicate with all stake holders.
	follow Safeguarding guidelines and Child Protection policy/procedures.

Assistant SENDCo Person Specification

Requirements	Essential	Desirable
Qualifications		
Minimum of Grade C in English & Maths at GCSE	X	
Experience		
Experience of working with SEMH pupils.	X	
Experience of working within a Special school setting		X
Skills/Abilities/Knowledge:		
An ability to communicate effectively with students, students, parents and multi agencies.	X	
An ability to work autonomously and as part of a team.	X	
Good organisation, time management, communication and Interpersonal skills.	X	
Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information	X	
The ability to liaise with and gain the confidence of all school staff		X
A clear understanding of the factors which lead to educational disaffection in young people	X	
Knowledge and understanding of strategies to remove barriers to learning in young people	X	
Knowledge of the range of additional support/agencies available for students		X
Good ICT skills	X	
The ability to work flexibly	X	
The ability to produce detailed, concise reports regarding whole school strategies and SEND needs.		X