



Job Description : Assistant SENDCO

Job title: Assistant SEND Coordinator

Reporting to: SENDCO, Principal

Main purpose

The assistant SENDCO, under the direction of the SENCO and principal, will take a role in:

- To assist in managing the provision for pupils identified as having Special Educational Needs and Disabilities (SEND); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.
- Contribute to the management and support of pupils during learning activities.
- Establish and maintain relationships with individual pupils and groups.
- Review and develop your own professional practice.
- Deal with pupils' therapeutic, pastoral and personal care needs.
- To assist the SENCO in leading the provision for SEN within the academy.
- To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely.
- To develop curriculum resources to ensure that pupils identified as having SEN have the required levels of support.
- To support the SENCO in managing the implementation of an inclusive curriculum within the context of the academy's aims and policies.
- To work with the SENCO to develop and implement intervention groups and support.
- To provide all those with involvement in Special Needs and Learning Support the support, challenge, information and development necessary to sustain motivation and secure improvement in learning.
- To support the learning of students as allocated by the SENCO.
- To manage and maintain personalised plans, provision maps and provision plans.

- Under the direction of the SENCO, collate and prepare information relating to assessments, statements and referrals to other agencies.
- To collate SEND statistical returns as requested and analyse progress and attainment.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.
- Provide support with High Needs Funding Applications and the tracking of funding.
- Attend pupils review meetings and prepare paperwork.
- Attend meetings with Trust and outside agencies as directed by SENCO.
- To support the provision of SEN, including the allocation of support time and the writing of SEN paperwork.
- To liaise with relevant outside agencies to ensure that individual pupil SEN are met effectively and that the requirements of statements of SEN are met fully.
- Ensuring that accurate and detailed records are kept and stored of meetings and discussions with parents and outside agencies for GDPR compliance.
- Ensuring that staff are kept informed of pupils' SEN and advise on areas to develop
- Working with the SENCO and other staff to ensure that all SEN Pupil Profiles, passports and plans are used to set subject specific targets and match work well to pupils' needs.
- Using data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- To work with the SENCO to promote an inclusive curriculum.
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENCO.
- To monitor the progress of students with SEN and advise the SENCO.
- To support meetings of SEN staff, communicate information to staff and co-ordinate resulting action.
- To offer advice and support to teaching staff in providing a quality first teaching approach, under the direction of the SENCO.
- To support the process of access arrangements in liaison with the SENCO
- To deputise for the SENCO in matters relating to SEN.
- Carry out small group interventions, for example; social use of language, SP, EAL and language programmes etc.
- Maintain and be aware at all times of the SEN Register and profile sheets.
- Update pupil records as appropriate and assist the SENCO with more complex paperwork as when necessary.
- Attend meetings as directed by the SENCO.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.

- Contribute to the overall work/aims of the academy and appreciate and support the role of colleagues and other professionals to enable the academy to fulfil its development plans.
- Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional development.
- Keep provision maps for intervention tracking and impact and produce reports when necessary.

Safeguarding of students and Duty of care:

All staff regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.

We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take. Annual safeguarding training is offered to all staff and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal

This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none">• Qualified teacher status• Degree• Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none">• Teaching experience of at least two years• Involvement in school self-evaluation and development planning• Knowledge of SEND• Some knowledge of the financial aspects of SEND
Skills and knowledge	<ul style="list-style-type: none">• Understanding of high-quality teaching, and the ability to model this for others and support others to improve• Understanding of school finances• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality

Notes:

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

Last review date: _____

Next review date: _____

Principal/line manager's signature: _____

Date: _____

Postholder's signature: _____

Postholder's Name: _____

Date: _____