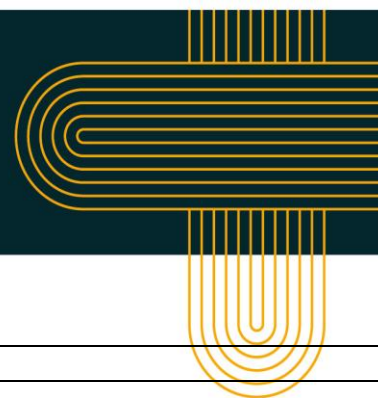




Job Description

Post:	Assistant SENDCo
Responsible to:	SENDCo
	TLR2b
This job description should be read alongside the range of duties of teachers set out in the annual School Teachers' Pay and Conditions Document.	
Job Purpose:	- To assist the SENDCo in coordinating and monitoring actions related to students with Special Educational Needs and Disabilities across all phases of the academy (primary, KS3 and KS4). - To lead the SEND team, ensuring that all students have access to high quality support and are making rapid personal and academic progress. - To lead on casework, compiling evidence and advising parents of the process for statutory assessment. - To establish, monitor and review SEN interventions across the Academy, ensuring high standards of learning and achievements for all students.
Key Responsibilities:	- Assist the SENDCo in coordinating the development and implementation of the Academy SEND, SLCN and Inclusion policies in order to raise achievement and improve the quality of education provided for all students with SEND across the Academy. - Coordinate assessments and gather evidence for statutory assessment on children and young people with identified Special Educational Needs in line with statutory timescales. - Work closely and in collaboration with mainstream commissioning academies SENDCos to co-ordinate support for all students on the SEN register. - Analyse and review individual SEND student needs and support staff to set targets for SEND student progress using this data to monitor and identify students with potential SEN and implement necessary actions. - Monitor and record the progress made by students with SEND towards the achievement of targets set and long-term outcomes. - Keep up to date with all relevant legislation, including the Codes of Practice for SEND and Equal Opportunities; advising parents/carers, teachers and governors on guidance and regulations relating to the statutory Special Educational Needs assessment process ensuring the SEND Code of Practice is followed and implemented successfully. - Manage and support staff involved in working with students with SEND, alongside the SENDCo to monitor and appraise HLTA, TAs, including monitoring any SEND provision they are delivering and their effective role in the classroom through rigorous, supportive quality assurance. - Work with pupils/students, class teachers, key co-ordinators, parents and the senior leadership team to maintain high standards of behaviour and learning. - Work with the commissioning academies and Exams Officer to secure Exam Access Arrangements and to organise and evidence support for students in examinations where an invigilator, scribe, reader or prompt may be required.

	• Be responsible for processes and procedures related to SEND, including staff training and development. • Coordinate and develop effective liaison with external agencies (including commissioning mainstream schools across primary, KS3 and KS4 phases) to maximise support for students with SEND, working closely with SENSAP/Chatterbug/Speech and Language Therapist/ Education Psychologist/Inclusion Advisory Team (formerly STARS). • Manage and maintain all Educational Health Care Plan (EHCP) including Annual reviews, tracking and monitoring of provisions, new applications and relevant paperwork. • Promptly and accurately complete any administrative requirements for the SEND register and EHCP reviews, maintaining details both written and electronic. • Attend and take minutes for SEND meetings including Annual Reviews, SEND reviews and/or draft EHCPs, ensuring action and dissemination to staff team, as appropriate. • Attend, as appropriate SEND review meetings with commissioning mainstream schools. • Record accurate SEND information on SIMS and ensure all staff are regularly updated of any changes. • Provide appropriate resources and guidance for the SEND team, ensuring that they are used efficiently, effectively and safely. • Attend SEND partnership meetings, as required by the SENDCo. • Identify own learning needs and to attend training in order to develop professional knowledge and skills as directed by line manager. • Demonstrate enthusiasm, creativity, good judgement and an ability to solve problems and manage time effectively.
General Duties:	• Provide the Senior Assistant SENDCo and Principal with regular comprehensive updates on matters related to SEND within the Academy, seeking advice and guidance where required. • Keep up to date records of all SEND students within the Academy. • Provide reports to the Senior Leadership Team & Governors as required. • Attend key after school events and fully participate in training days. • Attend staff training and briefings, as required by the Principal. • Attend middle and senior leadership meetings, as required by the Principal. • Complete AM, break, Lunch and PM duties as required by the Principal.
Accountability Key Performance Indicators:	• Accountable for ensuring that all SEND students meet attendance, behaviour and academic targets. • Accountable for a reduction in the number of behaviour incidents related to SEND students. • Accountable for the performance of Higher-Level Teaching Assistants/Teaching Assistants within the Academy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.