



Job Description

JOB TITLE	SEN Assistant
JOB FAMILY	Education Support & Technicians
PHASE	Secondary
REPORTING TO	SENDCo

Job Purpose

- To provide a comprehensive administration service supporting the SENCO and staff as appropriate.
- To work closely with the SENCO and assistant SENCO, to complete administrative tasks related to the needs of students.
- To work closely with the SENCO and assistant SENCO, to provide administrative support related to the completion of referrals and information needed by external professionals. This will include collating information received from teaching staff.
- To maintain and update the SEN Register and other records, updating staff accordingly.
- To support the Annual Review process.
- Work with pupils with Education, Health and Care Plans or additional educational needs through the Key Stages.

Duties and Responsibilities

Working with the SENCO and Assistant SENCO to:

Administration Support

- Support in the completing of referrals and requests for information from external professionals.
- Collate information from teaching staff in relation to Children in Care and support in the preparation of PEP documents.
- Collate information from teaching staff in relation to EHCP applications.
- Provide administrative support to ensure that Learning Plans and Student Passports are completed, shared and reviewed.
- Responding to enquiries from staff, parents, external agencies and other stakeholders as necessary.
- To maintain and update the SEN register and other records, updating staff accordingly.
- Providing general Learning Support administrative duties.
- Assisting with the ordering of all books and equipment needed for the department.
- Assist with the administration needs of the Learning support team.



Learning Support

- Provide teaching and learning support as needed, under the guidance of the class teacher, in all areas of the curriculum; promote high quality teaching and learning.
- Assist the teacher with observation and monitoring of the progress of pupils, maintaining accurate records in order to ensure documentation of all interventions with pupils, detailing their progress and achievement.
- Promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist in their education and growth.
- To ensure that pupils receive their statutory Duty of Care in a caring environment.
- To supervise pupils and promote learning and safety, for example, at break times, on education visits.
- To assist the Teacher in creating a purposeful learning environment.

Working with colleagues and other professionals

- To advise colleagues as soon as possible and in accord with Academy policy and procedure, specifically line-managers; of any concerns regarding student academic or emotional progress and/or development.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Have excellent written and verbal communication skills.
- Develop effective professional relationships with colleagues.

General Duties

- Assist and help set up for Open Evenings, Transition Events, Tours and Taster Days.
- Carry out any other duties as directed by the Headteacher commensurate with the general level of responsibility of the post.
- Attend staff meetings and school-based INSET as required.
- The postholder is responsible for their own self-development on a continuous basis.
- To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To undertake other duties, appropriate to the grading of the post as required.

Personal and Professional Conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.



- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.
- Respect and promote the rights of children as outlined in the UN Convention on the Rights of the Child.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Holcombe Grammar School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.



Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a SEN Assistant.

Name:.....

Signed:

Date: