



**BCAT**

Barton Court  
Academy Trust

**Job Description:** **SENCo Assistant/Learning Mentor**

**Grade:** BCAT 6

**Employed for:** 37 hours per week term time only + 2 SDD

**Hours:** 8:00am – 4:00pm Monday to Thursday and 8:00am to 3:30pm on Friday, with 30 minutes (unpaid) break for lunch

**Professional Relationships:**

**Responsible to:** SENCo

**Responsible for:**

**Purpose:** To assist in the support and integration of students with special educational and medical needs so that they are able to fulfil their potential and to assist the SENCO in administrative tasks

**Safeguarding:** To promote safeguarding at all levels of the School as a member of support staff.

A key focus of this role is to safeguard all students at all levels across the School community. **It is expected that support staff will support teachers, Lead Teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

**Policy and Procedure**

- Act as a champion of the School's Safeguarding Policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the School policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

**Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of teacher effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

### **All members of staff have a responsibility to:**

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the School's safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

### **Person Specification**

A Learning Mentor/SENCo Assistant should be:

- Interested, approachable, a good listener
- Non-judgemental
- A role model
- Positive, Reliable, Realistic, Patient
- Respectful of student independence but who is also sensitive to student needs.
- Good standard of general education (i.e. 5 GCSEs A\* - C, including English and Mathematics or equivalent) together with good numeracy and literacy skills
- Previous experience (1-2 years) of working with children
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage students to interact with others and be socially responsible.
- Good communication skills are important
- Experience of working with secondary school students
- Experience of working with students with hearing impairments
- Knowledge of and ability to deliver advance provision of materials (video teaching materials- transcripts/subtitles, or at least written notes to guide assist during video or similar presentations)
- Good ICT Skills.
- First Aid trained

Through their work with pupils they will seek to:

- Foster the participation of the pupil in their own assessment for learning
- Enable students to become independent learners
- Help to raise standards and achievement

### **Job Description**

<b>Accountabilities</b>	<b>Indicative tasks/actions</b>
To support students with medical needs.	Develop an understanding of various forms of special needs

<p>To support our diabetic students, and to ensure blood sugar levels are within a safe range.</p> <p>To support students with special education needs</p>	<p>Use INSET and outside agencies to enhance knowledge and skills</p> <p>Aid students to work as part of a class, in small groups, or individually. Clarify and explain instructions</p> <p>Help use of resources and equipment</p> <p>Assist in overcoming weak areas e.g. spelling and grammar</p> <p>Motivate and encourage students. Encourage independence</p> <p>Be aware of and seek strategies to deal with any physical needs</p> <p>Develop supportive relationships with students</p> <p>Encourage the acceptance and integration of the students</p> <p>Develop methods of promoting their self esteem</p> <p>Work with other students in the class when required</p>
<p>Support the teachers and the students so that the learning can take place without hindrance.</p>	<p>Modify and develop materials to make them more accessible to students e.g. photocopying, word processing</p> <p>Observe the needs of the student and keep records of strategies used and progress made</p> <p>Suggest appropriate strategies</p> <p>Evaluate and provide feedback to SENCO and other staff as required</p> <p>Support students on school visits and Enrichment Days</p> <p>Regular communication with home and SENCO to overcome barriers to learning and improve Learning conditions according to need</p> <p>Liaise with the Specialist Teacher service.</p>
<p>Provide structured mentoring to SEN students to improve their academic outcomes.</p>	<p>One to one coaching/ mentoring</p> <p>Small group sessions</p> <p>Interventions (as required)</p>

<p>Support the school and the SENCO so that all interested parties are aware of developments and progress and administrative tasks are carried out efficiently and effectively</p>	<p>Carry out administrative tasks such as:</p> <p>Keep the SEN register up to date</p> <p>Maintain medical register and bereavement register</p> <p>Keep provision tables for all year groups updated</p> <p>Prepare guidance notes on identified students</p> <p>Liaise with Examinations Officer and maintain dispensation file</p> <p>Updating Form 8 and Access Arrangements for students in preparation for examinations.</p> <p>Arrange and record all annual reviews</p> <p>Prepare referral forms</p> <p>Filing</p> <p>Ordering stationery</p> <p>Arranging Dyslexic assessments with an external agency for students. Organising any follow up tasks following the report and communicating with all relevant parties as required.</p> <p>Liaising with external agencies including: Physiotherapists, Occupational Health, medical Physics, and the community nurses' team.</p> <p>Arranging appointment and completing any referral forms to George Turle House and filing reports.</p> <p>Arranging appointments with Young Healthy Minds / Early Help and filing reports.</p> <p>Ensuring equipment is serviced and checks are up to date and maintaining written records of this.</p> <p>Carry out risk assessments and organising specialist transport as required.</p> <p>Updating contact file of external agencies</p>
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	<p>Filing reports and assessments into Student Files and maintaining a filing system</p> <p>Ensuring that all SEN students are receiving the support and guidance required.</p> <p>Support the SENCO in organising any SEN training needs for staff</p> <p>Communicate with parents when necessary</p> <p>Take the minutes at team meetings and distribute</p> <p>Develop the SEN area in SharePoint to benefit communication with staff and record keeping</p> <p>Liaise with specialist teaching service Attend in-service training</p>
<p>Work with and support other Learning Mentors in supporting other identified students</p>	<p>Assist in the absence of colleagues Share responsibilities to ensure smooth running of the SEN department and continued support of all identified students.</p>
<p>Assist in general school activities, events and procedures as required in order to support the work of others, particularly at busy times</p>	<p>Assist with fire drill and evacuation procedures</p> <p>Be aware of school policies and procedures</p>

**Staff Development:**

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher/Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

Signed: ..... Date: .....