

Job Description

Job title: SENCO Assistant
Reports to: SENCO
Location: Mascalls Academy

Key Responsibilities

- To collect evidence and co-ordinate the completion of paperwork for all students who are eligible for Access Arrangements
- To liaise with parents, schools and external services
- To carry out appropriate comprehensive diagnostic assessments to determine students' eligibility for Access Arrangements in compliance with JCQ guidance and as directed by the SENCO
- To give feedback to students and develop detailed learning plans
- To support students by leading interventions
- To follow up students identified during baseline assessments as potentially requiring support or Access Arrangements in examinations
- To organise and manage student files ensuring required evidence is up-to-date, in preparation for JCQ inspection
- To develop and improve existing processes and systems relating to Access Arrangements
- To ensure that any additional support is recorded using the relevant systems
- To contribute to the administrative work of the Learning Support team, coordinating applications for EHCPs, HNF, Nelft referrals etc
- To attend team meetings and training sessions as required
- To support students in public examinations as required
- To keep up to date with SEND developments in and in equality and disability legislation
- Complete regular action plans and progress reviews with students
- Plan, prepare and adapt materials for students with specific needs e.g. alternative font/coloured paper
- Liaise with the exams team & SENCO with regards to applications for access arrangements
- Provide support to students to ensure their overall health and wellbeing, e.g. providing emotional support, encouragement and building self-esteem
- Work with staff to identify the most appropriate technology/equipment to meet the needs of individual students and assist students in using technology
- Liaise with other schools, parents/carers, colleges and commissioning bodies where appropriate to ensure that support needs are identified early and can be met effectively

Person Specification

Experience

- Experience of working with and assessing KS3, KS4 & KS5 aged students with specific learning difficulties
- Up to date knowledge of good practice in secondary education
- Experience of assessing for Access Arrangements
- Understanding of and commitment to Equal Opportunities and anti-discriminatory practice
- Experience of using a variety of screening and assessment tools

Education and Qualifications

- GCSE English & mathematics grade C or above (or equivalent)
- Education up to A-Level/Level 3 standard or Degree level is desirable.
- Certificate of Competence in Educational Testing (CCET) (Where this is not held, a commitment to achieving this as soon as possible)
- Access Arrangements Assessor Post Graduate course or equivalent to Level 7; (Where this is not held, a commitment to achieving this as soon as possible)
- Recent first aid qualification is desirable

Skills and Knowledge

- Understanding of JCQ guidelines on Access Arrangements and Reasonable Adjustment
- Be able to work in partnership with parents
- Excellent written and oral communication skills
- Good organisation and management skills
- Be able to work as part of a team
- Be friendly and have a flexible approach to work
- Be enthusiastic, be able to work on own initiative and be self-motivated
- Flexible attitude towards work, with the ability to adapt to change
- Have a commitment to children, their families and the community
- Have a calm and confident manner
- Demonstrate personal and professional integrity

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 at Leigh Academies Trust, 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/Director. 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.