**Main Purpose:**

The SENCO Assistant, under the direction of the **Assistant Head for SEND**, will:

**General:**

* Ensure that NWHS is compliant with the SEND Code of Practice (2014), SEND Policy and other relevant statutory requirements
* Maintain the school's SEND Profile, ensuring that it is always up-to-date and is an accurate picture of student SEND need across Nunnery Wood.
* Identify SEND need across the school
* Ensure high quality targeted interventions which enable students with SEND to make better progress
* Meet statutory requirements with regard to the review of students with SEND and EHCPs
* Support students with SEND through effective communication with all stakeholders
* Leadership of staff working within the SEND department

**Specific:**

**Planning provision for students with SEND by**:

* Meeting with parents as a part of the cycle of review and during additional times when requested to do so
* Analysis and interpretation of information shared in professional reports to inform support for students and responses to recommendations made
* Use of school data to monitor the progress made by students with SEND to inform the review cycles and plan suitable interventions in response to emerging trends.
* Communication with external support services
* To attend external professional meetings to represent the school and the student if requested to do so.
* Implementing the provision stated within EHCPs and taking necessary actions during review of these documents to ensure the best possible provision is made for students
* Communication with staff in the pastoral team to ensure students with SEND have suitable provision for SEMH needs
* Communicating with feeder schools during transition to allow suitable provision to be planned
* Working with the SENCO to consider applications for school places from students with an EHCP to analyse if the school is able to meet need and make recommendations if the school can support
* Maintain an accurate SEND register and records
* Provide guidance to colleagues on teaching pupils with SEN or a disability and advise on the graduated approach to SEN support.
* Deliver intervention lessons if required

**Supporting implementation of the SEND policy by:**

* Having a strategic overview of provision for pupils with SEND across the whole school, monitoring and reviewing the quality of provision.
* Making sure the SEN policy is put into practice
* Maintaining up-to-date knowledge of national and local initiatives that may affect the school’s policy and practice.
* Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective.