

JOB DESCRIPTION

JOB TITLE:	SENCO Assistant
RESPONSIBLE TO:	Line Manager
LOCATION:	West Hill Primary Academy
SALARY GRADE:	KR4
HOURS:	32.5 hours per week, 38 weeks per year

PURPOSE OF THE POST:

To provide administrative and organisational support to the SENCO in relation to SEN and Welfare issues, and support and advise on issues in SENCO's absence

MAIN ROLES AND RESPONSIBILITIES

Key Duties and responsibilities

- Provide administrative and organisational support to the SENCO including preparing documentation, drafting correspondence, record keeping, coordinating and servicing meetings
- To maintain and update pupil records relating to medical, welfare and SEN needs; sharing information with colleagues as appropriate
- Under the direction of the SENCO, maintain and update medical care plans / Pupil Progress records / IEPs and other intervention plans
- Under the direction of the SENCO collate and prepare information relating to assessments, statements and referrals to other agencies
- Under the direction of the SENCO, undertake routine liaison with external agencies and parents / carers
- In conjunction with the School Health Service, coordinate medical examinations and immunisation programmes. Arrange in- school appointments with visiting medical / therapeutic practitioners – e.g. school nurse, physio, speech and language, play therapist, school counsellor

	<ul style="list-style-type: none"> • Keep and administer drugs/medication to pupils ensuring records are kept in accordance with School policy • To provide first aid to pupils, reporting and recording interventions in accordance with school procedure and notifying parents / colleagues as required. To monitor and order medical supplies as required • To collate SEN, welfare and medical data producing routine reports and preparing statistical returns as requested
General	<ul style="list-style-type: none"> • Be aware of and comply with all policies and procedures relating to child protection, health & safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing. • Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern • Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Support the safeguarding and welfare of children and young people within the school. • Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans. • Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development. • To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.
Responsibilities for Data Protection	<ul style="list-style-type: none"> • Maintain the security and confidentiality of student, staff, and school data by adhering to the school's data protection policies. • Process, store, and share data in accordance with the UK GDPR and Data Protection Act 2018.

	<ul style="list-style-type: none">• Support the DPO in maintaining data protection compliance by reporting any breaches, potential breaches, or subject access requests (SARs).• Support the processing of subject access requests (SARs).• Attend data protection training as required.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Postholder's signature:

Postholder's name:

Date:

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Pediatric First Aid Certificate or willingness to obtain. • Relevant Childcare qualification or to demonstrate similar experience. • Health and Safety Training desirable, but not required.
Experience	<ul style="list-style-type: none"> • Ability to manage and maintain adequate written records. • Previous experience of working with children. • Previous supervisory experience would be an advantage. • Experience of basic technology and IT skills. • Some relevant experience working with food and / or in a kitchen environment
Skills and ability	<ul style="list-style-type: none"> • Ability to communicate with pupils e.g. to encourage healthy meal selection, oversee play activities. • Ability to recognise and deal with emergency situations. • May require knowledge to enable the post holder to be responsible for the safe use of equipment.
Knowledge	<ul style="list-style-type: none"> • Knowledge of a range of procedures for preparing, cooking and serving food and relevant hygiene requirements. • Knowledge of the use of wide range of kitchen equipment. • Knowledge and experience of policies and procedures relating to child protection, health & safety, security, equal opportunities and confidentiality.

Postholder's
signature: _____

Postholder's _____ name:

Date: _____
