

**Job Description**

**Job title: Assistant SENCO**

**Reports to: SENCO**

**Location: Danson Primary School**

# Job purpose

To assist in managing the provision for pupils identified as having Special Educational Needs and Disabilities (SEND); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.

# Responsibilities

Contribute to the management and support of pupils during learning activities. Establish and maintain relationships with individual pupils and groups. Review and develop your own professional practice. Deal with pupils’ therapeutic, pastoral and personal care needs.

# Key functions

* To assist the SENCO in leading the provision for SEN within the school.
* To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely.
* To develop curriculum resources to ensure that pupils identified as having SEN have the required levels of support.
* To support the SENCO in managing the implementation of an inclusive curriculum within the context of the school’s aims and policies.
* To work with the SENCO to develop and implement intervention groups and support.
* To provide all those with involvement in Special Needs and Learning Support the support, challenge, information and development necessary to sustain motivation and secure improvement in learning.
* To support the learning of students as allocated by the SENCO.
* To manage and maintain personalised plans, provision maps and provision plans.
* Under the direction of the SENCO, collate and prepare information relating to assessments, statements and referrals to other agencies.
* To collate SEND statistical returns as requested and analyse progress and attainment.
* Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.
* Provide support with High Needs Funding Applications and the tracking of funding.
* Attend pupils review meetings and prepare paperwork.
* Attend meetings with Trust and outside agencies as directed by SENCO.

# Specific Responsibilities

* To support the provision of SEN, including the allocation of support time and the writing of SEN paperwork.
* To liaise with relevant outside agencies to ensure that individual pupil SEN are met effectively and that the requirements of statements of SEN are met fully.
* Ensuring that accurate and detailed records are kept and stored of meetings and discussions with parents and outside agencies for GDPR compliance.
* Ensuring that staff are kept informed of pupils’ SEN and advise on areas to develop and

support. Working with the SENCO and other staff to ensure that all SEN Pupil Profiles, passports and plans are used to set subject specific targets and match work well to pupils’ needs.

* Using data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
* To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
* To work with the SENCO to promote an inclusive curriculum.
* To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENCO.
* To monitor the progress of students with SEN and advise the SENCO.
* To support meetings of SEN staff, communicate information to staff and co-ordinate resulting action.
* To offer advice and support to teaching staff in providing a quality first teaching approach, under the direction of the SENCO.
* To support the process of access arrangements in liaison with the Key Stage leads.
* To deputise for the SENCO in matters relating to SEN.
* Carry out small group interventions, for example; social use of language, SP, EAL and language programmes etc.
* Maintain and be aware at all times of the SEN Register and profile sheets.
* Update pupil records as appropriate and assist the SENCO with more complex paperwork as and when when necessary.
* Attend meetings as directed by the SENCO.
* Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the to fulfil its development plans.
* Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional development.
* Keep provision maps for intervention tracking and impact and produce reports when necessary.