

Salary:	NJC Pay Scale, Grade G
Responsible to:	SEN Senior Leader
Date of Job Description:	June 2022
Purpose of the Role:	The postholder will provide vital management support to the SEND Department as well as working operationally within the wider school and to provide outreach support to students, currently unable to attend school.

Main Tasks and Responsibilities

General Duties:

- To work flexibly to accommodate meetings with early or late start/finish times as required.
- To act in accordance with FCAT's policies and procedures.
- To support the Team FCAT work and Wellbeing Charter.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.

Main Responsibilities:

- To line manage identified areas of responsibility for the Team of Teaching Assistants.
- To provide in class teaching assistant support for identified SEND students.
- To assess for, plan for and deliver specific evidenced based intervention packages (1-1/Small Group) to identified SEN students.
- Working with SENDCO to manage all aspects of SEND register, including pupil profiles.
- Working with parents/carers, relevant school staff and professional agencies to complete assessments and associated administration surrounding the referral for and statutory reviews of Education Health Care Plans.
- Working with parents/carer and relevant school staff to complete SEND referrals into Behaviour Pathway and or relevant agencies as directed by the SENDCO.
- To manage outreach support at home to identified SEND students currently unable to attend mainstream lessons in school.

Main Duties: Core Responsibilities

To line manage identified areas of responsibility for Team of Teaching Assistants, including:

- Management and Development of other Teaching Assistants. This includes regular monitoring of the work of individual team members and providing appropriate feedback as well as recruitment, induction, training, mentoring, attendance management, performance appraisal etc.
- To ensure the effective deployment of the team of Teaching Assistants in response to operational requirements, planning for change where appropriate.
- Take a lead role in the planning, development and delivery of the work of the Teaching Assistant team.
- Liaison between Teaching Staff and Teaching Assistants.
- Holding regular team meetings with Teaching Assistants.

To provide in class teaching assistant support for identified SEND students:

- Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning.

To assess for, plan for and deliver specific evidenced based intervention packages (1-1/Small Group) to identified SEND students.

- To assess, plan and deliver specific evidence based intervention packages to identified SEND students.
- To measure progress at agreed assessment points.
- To prepare progress data to share with SENDCO/SLT/Curriculum Leads and Heads of Year.
- To prepare progress data to share with students/parents/carers at agreed assessment points.
- To review programme/intervention effectiveness and propose ideas to ensure continuous improvement.
- To support the inclusion manager in the running of intervention for AP.
- To liaise as necessary with parents/carers.
- To liaise with relevant outside agency professionals.
- To attend regular CPD sessions to ensure up to date knowledge.
- To work with School SENDCO to share in preparation and delivery of School CPD Sessions.

Working with SENDCO to manage all aspects of SEND register, including pupil profiles.

- To prepare and regularly update SEND register to ensure accurate provision of information to staff and parents/carers.

Working with parents/carers, relevant school staff and professional agencies to complete assessment and associated administration surrounding the referral for and statutory reviews of Education Health Care Plan.

- To complete (Education Health Care Plan) referrals into LA SEND Team and to carry out all aspects of the annual review process for students with allocated SEND funding.
- To complete Annual Review Paperwork for Student with Education Health Care Plans/TopUp Funding and to carry out all aspects of Review Meetings.

- To liaise with Local Authority, SEND advisor,

Working with parents/carers and relevant school staff to complete SEND referrals into Behaviour Pathway and or relevant agencies as directed by the SENDCO.

- To liaise with parents/carers regarding possible necessary referrals into Behaviour pathway or relevant agencies.
- To complete all aspects of referral paperwork.
- To follow up on referrals as necessary.
- To liaise with agencies, post and positive diagnosis.
- To consider appropriate intervention package, deliver and review.

To provide outreach support at home to identified SEND students currently unable to attend mainstream lessons in school.

- To drive to and visit homes of students currently unable to attend school.
- To support parents to encourage students to get ready to come to school.
- To support and motivate students to be able to come into school.
- To transport student to school (walking in with bus, car) if required.
- To deliver and collect work as provided by attached subject teachers.
- To oversee (online) learning in student home (as provided by subject teachers or online learning provider).
- To liaise with subject teachers regarding expected work outcomes.
- To liaise with relevant professional outside agencies
- To attend relevant CPD training.

Other relevant responsibilities

- Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the students' well-being.
- Record student information, as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
- To work within the mandates given, adhere to school (and Trust) policy, maintain confidentiality at all times, and demonstrate a clear understanding of the Data Protection Act and the implications that has for managing school data.

- Attend to the personal, social and physical needs of students so that their well-being is maintained.
- Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.
- Display and present the students' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
- Attend staff and other meetings and participate in staff training development work and staff reviews as required.