**Post Title: SENDCo Assistant**

**School: Belvedere Infants & Nursery School & Belvedere Junior School**

**Address: Mitchell Close, Belvedere, Erith, Kent DA17 6AA**

**Status: Permanent contract / 36 hours a week / 39 weeks a year**

**Salary: TPA 8 / NJC 6-10 / £22,983 - £24,684 (FTE)**

**Post Start Date: 30th August 2022 or as soon as possible after this date,**

 **pending pre- employment checks**

**Closing Date for: 12th August 2022, 12noon \***

**Interview Date: Week Commencing 15th August 2022 \***

*\*applications from suitable candidates who meet the person specification may be shortlisted and interviewed ahead of the closing date*

Belvedere Infant & Junior Schools are 3 form entry school within The Pioneer Academy. Our motto is: Nurture, Inspire, Achieve, which is at the heart of every decision we make. Our recent Ofsted inspection, which graded the school as Good, recognised that 'this is a school serving its community by providing the best opportunities for children'.

Under the direction of the Head Teacher and SENDCo, the SENDCo Assistant will assist the SENDCo in ensuring that the strategic direction of The Pioneer Academy SEND policy is followed in their school. They will ensure that provision for pupils is of high quality and complies with both the SEND Code of Practice 2015 and the Equalities Act 2010, assisting the SENCO with the day to day operation and delivery of an effective provision for pupils identified as having Special Educational Needs (SEND).

**Key responsibilities will be:**

* To assist the SENDCO in maintaining the SEND Resister and ensuring that records of all pupils with SEND are kept up to date.
* To contribute, as directed, to the application for EHCPs and the Annual Review process.
* To provide learning support for pupils with SEND, including the teaching of intervention groups to support those pupils with SEND, as directed by the SENDCO and Senior Leaders.
* To assist the SENDCO in coordinating the specific provision made to support individual pupils with SEND, including those with EHC plans.

Find out more about The Pioneer Academy and Belvedere Nursery & Infant School at [Belvedere Infant School - Home (thepioneeracademy.co.uk)](https://thepioneeracademy.co.uk/bexley/primary/belvedere-inf/)

Find out more about The Pioneer Academy and Belvedere Junior School at [Belvedere Junior School - Home (thepioneeracademy.co.uk)](https://thepioneeracademy.co.uk/bexley/primary/belvedere)

If you are interested in this vacancy and would like to arrange a tour, please contact the school office on 0208 311 9092 (Infants) or 01322 431404 (Juniors).

If you are interested in applying for the post, please see the job description/person specification. Application packs can be downloaded from our website:

[The Pioneer Academy - Career Opportunities](https://thepioneeracademy.co.uk/bexley/primary/pioneeracademy/site/pages/careeropportunities)

If you are interested in applying for the post, please see the job description/person specification. To apply for this vacancy, please complete the application form, indicating how you satisfy the criteria set out in the Job Description/Person Specification. You will also be required to complete and return a Self-Disclosure form with your application. Applications should be submitted via email to recruitment@thepioneeracademy.co.uk

References will be requested for those shortlisted only and prior to interview. Only those shortlisted for interview will be contacted. An Enhanced DBS certificate will be required on provisional offer, including a check of the Children’s Barred List. Further vetting checks, in line with the requirements of [Keeping Children Safe in Education 2021](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014057/KCSIE_2021_September.pdf) will be completed following a provisional offer of appointment. Where applicable, if an applicant with a provisional offer of employment has lived and/or worked outside the UK, they will be required to obtain a Certificate of Good Conduct.

***The Pioneer Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks. Our school Safeguarding Policy can be downloaded and read following this link:*** [***Safeguarding Policy***](https://thepioneeracademy.co.uk/bexley/primary/belvedere/arenas/websitecontentcommunity/web/safeguardingandchildprotectionpolicy2020-2021.pdf)