**Assistant SENCO Job Description**

## POST TITLE: SENDCO

**GRADE: Leadership Pay Scale 1 - 4**

**PURPOSE OF THE JOB**

To support the headteacher in shaping the delivery of SEND provision within the school. Responsible for the development and implementation of inclusive strategies to ensure that all pupils, including those with special educational needs, difficulties or disabilities, have access to the full range of curriculum provision and educational resources.

To provide support for pupils, teachers, Leadership and Governors to raise standards of achievement for all SEND pupils including promoting high quality teaching, monitoring and assessment and the effective use of resources to encourage pupils to become independent learners.

To keep abreast of relevant national and local developments, advise the headteacher on relevant legislation and other matters, and contribute to the strategic development planning process. To assist in the formulation of appropriate provisions and development priorities, to ensure equal opportunities and welfare support of all pupils.

**Key Functions**

1. Lead the provision for SEND within the school.
2. To develop and manage curriculum resources to ensure that pupils identified as having SEND have the required levels of support.
3. Manage and implement an inclusive SEND curriculum.
4. To manage the relationships between the school, Medway LA and other outside agencies to support pupils with SEND and specifically for pupils with an EHCP.
5. Monitor and evaluate the quality of learning and teaching in SEND.
6. Contribute to all aspects of school leadership and management as part of the Core Leadership Team.
7. Contribute to the school’s policy for raising achievement of pupils particularly those with SEND.
8. Named DSL for Safeguarding.

**Specific Responsibilities**

1. To support the provision of SEND, including the allocation of support time and the writing of Pupil Profiles.
2. Ensuring that accurate and detailed records are kept of meetings and discussions with parents and staff.
3. Ensure the needs of children with SEND are fulfilled in accordance with their EHCP and/or school provision maps.
4. To manage and maintain individual provision maps for specific children.
5. Within the context of the academy’s aims and policies, develop and implement intervention groups and support for SEND pupils
6. Using data effectively to identify pupils who are underachieving and where necessary create and implement plans of action to support those pupils.
7. To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
8. To monitor the progress of students with SEND.
9. To liaise with the Headteacher to discuss and devise support plans for pupils who have been identified by the class teacher as a cause for concern.
10. To carry out class based observations of pupils as follow up to cause for concern.
11. Promote and reinforce children’s self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
12. Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language.
13. Monitor pupils’ participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
14. Contribute to programmes of observation and assessment and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
15. Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links.
16. Receive instructions directly from professional or specialist support staff involved in the children’s education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

## Other

1. To work within and encourage the school’s Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
2. To carry out the duties and responsibilities of the post, in accordance with the school’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
3. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
4. To undertake other duties appropriate to the post that may reasonably be required from time to time
5. Any other duties required by the Headteacher, which is within the scope of this post.
6. Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
7. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
8. Understand and implement school child protection procedures and comply with legal responsibilities.
9. Assist in maintaining good discipline of pupils throughout the school.

**Person Specification Assistant SENCO**

| Qualifications, Experience, Knowledge, Skills and Qualities | Essential | Desirable |
| --- | --- | --- |
| Qualifications and Experience | * First Degree * QTS * Continued Commitment to own professional development * Experience as a middle leader with the same phase school/academy * Teaching experience within the designated age range * Experience of child safeguarding issues and successful use of measures that promote and ensure the safeguarding of children * Excellent knowledge of current legislation and guidance on SEN entitlements and provision * Experience of direct working with students with EHCP’s/SEND, organising provisions and preparing provision maps * Excellent organisational skills * Ability to deal with confidential and sensitive data in line with appropriate Academy policies * Effective and proven track record in leadership. * Experience of strategic planning processes, tools and techniques | * 3 years teaching experience, * NASC SENCO aware or willingness to undertake this qualification * Further relevant professional studies * Experience of children with physical disabilities * Good digital technology skills and ability to apply digital technologies to support students learning. |
| Personal Qualities | * Hardworking, committed, loyal, resilient, resourceful,   enthusiastic and with a “can-do” approach, open-minded, energetic,   * A person who enjoys learning and seeks out opportunities to continue learning, courageous, honest, clear moral purpose, high expectations of self and others. * good sense of humour, a self starter. |  |