

## Senior Assistant SEND (Grade F)

### Job Description

#### Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by coordinating and deploying SEND Assistants to support students with SEND requirements across the Academy.

#### Your responsibilities

- Work closely with the Assistant Headteacher SENDCo, take an active interest in the wider aspects of inclusion within the school, helping to remove barriers to learning where they exist
- Assist with the day-to-day running of the department, staff development and INSET training with regard to SEND
- Be responsible for the management and development of SEND Assistants and volunteers within SEND including allocation and monitoring of work, appraisal, training and line management
- Support the Assistant Headteacher with statutory assessments and access arrangement assessments
- Evaluate interventions and support the Assistant Headteacher SEND in ensuring appropriate and successful interventions are in place
- Monitor, access, record and report student achievement, progress and development and use this to personalise passports and plans
- To keep up to date with national developments in the departmental area, and to remain informed of recommended teaching practice and methodology
- To have an allocated group of Key SEND students and be the first point of contact in respect of their needs
- Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children and actively promote best practice.
- Plan, prepare and deliver learning activities for individuals/groups

#### Grading criteria

- Directly line manages others within their service
- Establish the best course using creativity and innovation within general guidelines.
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines
- Make decisions which have significant implications for the service or have a significant effect on employees or other individuals.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Ability to undertake a variety of advanced tasks in their specialist area which requires detailed knowledge and skills.

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### Person Specification

Qualifications	• Relevant degree level qualification or equivalent level of knowledge and experience.	Essential
	• GCSE (or equivalent) in English and Maths	Essential
	• Higher level teaching assistant qualification or equivalent level of knowledge and skill	Desirable
Experience	• Proven knowledge and understanding of SEND and best practice in its support and remediation	Essential
	• Working knowledge and understanding of EHCP annual reviews and using online systems for completing paperwork and referrals	Essential
	• Experience of working with SEND students	Essential
	• Successful experience of teaching intervention groups	Essential
	• Experience in monitoring, tracking and evaluating data	Essential
	• Qualifications demonstrating an understanding of SEND	Desirable
	• Line management experience.	Desirable
Key skills	• Ability to remain calm and maintain perspective in stressful situations	Essential
	• Ability to relate to and communicate with students with SEND	Essential
	• Ability to carry out duties of managing students and staff in a professional manner	Essential
	• Ability to show resilience and face new challenges with positivity and enthusiasm	Essential
	• Sensitive to vulnerable children's needs and the confidentiality surrounding this	Essential
	• Creative thinker and be a problem solver who is able to work from initiative	Desirable
Values	• <b>Ambitious:</b> works hard, has the highest standards and is positive for the future.	Essential
	• <b>Selfless:</b> is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities.	Essential
	• <b>Collaborative:</b> builds strong relationships and networks.	Essential
Job Evaluation	<p>JE Job Number: AD5+</p> <p>JE Score: 444</p> <p>Grade: F</p>	