

The Folkestone School for Girls - Job Description

Support Services Assistant – SENCO

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by actively following school policy and procedures.

Post Title:	Support Services Assistant – SENCO
Post holder:	
Purpose:	<ul style="list-style-type: none">▪ To implement strategies for students with a range of needs, who have been identified as requiring additional help in order for them to access the curriculum and achieve their full potential.▪ To provide class support where necessary▪ To prepare differentiated curriculum materials where necessary▪ To plan and deliver specialist programmes within the school eg. Soundswrite, Selective mutism etc.▪ To promote independent learning
Reporting To:	Director of Learning - SENCO
Liaising with:	SDLs, SEN, parents, Pastoral and MH team, parents & external agencies
Contract type:	Full time 37 hours in term time plus inset plus one additional week
Disclosure level:	Enhanced
FSG scheme:	Band 4
Main/core Duties	
Main Duties	<ul style="list-style-type: none">▪ To oversee an area of need (e.g. ASD, dyslexia) Prepare materials, implement strategies and evaluate impact▪ To support the class teacher and SENCO in monitoring and recording information in line with school policies;▪ To have an excellent understanding of some key intervention programmes, plan them, run them and be able to measure and monitor the progress of the students and record relevant data;▪ To work effectively and sensitively within the school: to liaise with the SENCO, teachers and other staff with support and advice from Specialist Teaching Services;▪ To assist with SEN pupils in class situations;▪ To be aware of resources available to assist relevant students; including specialist equipment;▪ To have a good understanding of ICT and a willingness to learn about the specialist technology that supports children;▪ To carry out relevant testing where appropriate;▪ To assist in quality assuring SEN provision in the classroom;

	<ul style="list-style-type: none"> ▪ To attend meetings as necessary and write up and circulate minutes where appropriate; ▪ To input data as necessary; ▪ To attend training related to working with SEN students ▪ To cover classes as required;
Additional Duties	<ul style="list-style-type: none"> ▪ To undertake training as necessary. ▪ To follow procedures with regard to evacuation and emergency procedures. ▪ To take reasonable care of his/her own health and safety and that of others who may be affected. ▪ To engage actively in the performance management review process and to undertake reviews as required. ▪ To continue personal development as agreed at your PMR. ▪ To address the appraisal targets set by the line manager. ▪ To carry out duties as outlined in the targets set each year. ▪ To undertake any other duty as specified by the Principal or Senior Vice Principal or SLT and not mentioned in the above. ▪ To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. ▪ To adhere to the School's policies. ▪ To promote actively the School's corporate policies. ▪ To inform the Estates Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety. ▪ To show a record of excellent attendance and punctuality.

Duties as listed above are in no order of priority and are not exhaustive. This job description describes in general terms the normal duties which the Post Holder will be expected to undertake. However, the job description or the duties therein may vary or be amended by agreement from time to time without changing the level of responsibility associated with this post or the grade.

This Job Description will be reviewed annually as part of the Performance Management Review process.

Date Issued:

Signature of Post Holder:

Jobs Description Reviewed

Signature of Post Holder:

Signature of Appraiser:

Date:

Office Use:

Signature of Personnel Manager:

Date: