

Job Description

Job Title	Assistant SENDCo (SEND)
Grade	12-17
Reports to	Headteacher, Class Teachers, SENDCo
Responsible for	Other Teaching Assistants
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	<p>To work in partnership with SENDCo to develop a range of interventions across the school and the school day to meet the SEN requirements of the children.</p> <p>To record and monitor the progress of children during these interventions against their SEN targets and the national curriculum age related expectations.</p> <p>To undertake the operational duties around SEND provision across the school including monitoring provision, feeding back to the SENDCo, delivering training to other support staff and engaging with families of children with SEND as required.</p>
Principal Accountabilities	<ul style="list-style-type: none"> • Working with individuals or small groups of children under the direction of the head teacher. • Provide support to pupils with SEN at any level, adapting and amending curriculum as appropriate • Identifying and providing interventions to meet need. • Monitoring and reviewing provision for SEN in the classroom and through interventions. • Liaising with class teachers to feedback on progress of children and how to integrate their interventions into all their learning. • To scaffold children with SEN in classrooms where directed. • To provide documentation to demonstrate impact on children's progress. • Keep a record of time worked with children to support the SENDCo's role in costing provision across the school. • To liaise with outside agencies where there is a high input, for example Speech and Language Therapist, Occupational Therapist, Physiotherapist etc
Duties	<ul style="list-style-type: none"> • Interact with, and support pupils, according to individual needs and skills • Implement planned learning activities/teaching

	<p>programmes, adjusting activities according to pupils' responses as appropriate</p> <ul style="list-style-type: none"> • Establish positive relationships with pupils supported • Provide feedback to pupils in relation to attainment and progress • To attend to pupils' personal needs including help with social, welfare, care and health matters • Participate in planning and evaluation of learning activities, writing reports and records as required • Assist with the development and implementation of targets including attending pupil termly reviews or EHCP reviews where necessary. • Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher • To assist with escorting pupils on educational visits where required • To assist pupils during activities where access is a difficulty e.g. swimming, PE if required
General	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

SEN Provision Lead

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of School
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Knowledge of basic ICT to support learning
Communication	Written	Ability to write clear and concise reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with SEN, developmental difficulty or disability
	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information

		Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role