

Therapies & Assistant SEN Co-ordinator – Job Description

Job title	Therapies and Assistant SEN Co-ordinator
Salary range	MPR/UPR + SEN
Age Range	11 -16 Years
Line management	The role is line managed by the school's Assistant Headteacher (Senco)
Job Purpose	
<p>To fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document</p> <p>To meet the expectations set out in the Teachers' Standards</p> <p>Support the Designated teacher for Looked-after children and previously looked-after children</p> <p>To carry out the duties of a form tutor (if required)</p> <p>To act as a co-ordinator for therapies and SEN, ensuring pupils' therapeutic, pastoral and personal care needs are met</p> <p>To play an active role in the life of the school.</p>	
Responsibilities	
<ul style="list-style-type: none"> Take responsibility on a day-to-day basis for the academic, social, moral and ethical development of the students within the Learning Support Base. Inform parents/carers of the needs and progress of their child, in consultation with the Headteacher and keep colleagues informed of relevant information given by parents. Provide efficient administration assistance to the SEN co-ordinator including the management of the email account advising on any urgent matters. Support the daily diary for the SEN Co-ordinator, co-ordinating meetings and tours in-line with availability. Be the Designated Teacher for Looked-After and Previously Looked-After Children, ensure all their needs are met and act as advocate for them where appropriate Take minutes/notes in meetings as required and circulate associated information accordingly. Ensuring that accurate and detailed records are kept and stored for GDPR compliance. To liaise with relevant outside agencies for pupil referrals ensuring consultation responses are returned in a timely manner. Maintain a record of all pupil referrals and consultation responses. Under the direction of the SEN Co-ordinator, support the EHCP Annual Review Process for the whole school directing staff as necessary. Assist in the setting up and maintaining of Archive files and historical data. Attend meetings with outside agencies as directed by SEN Co-ordinator. Support the smooth transition for students at key stages including Year 6 into Year 7 and Year 11 into Post 16 education. Liaise with the Therapeutic team to ensure cohesive plans and structure are in place and adhered to. Expectation of up to 0.5 teaching commitment. Any other responsibilities that fall within the remit of the post. 	

Safeguarding

- All staff are responsible for the safeguarding of children in line with the schools safeguarding (Child Protection) policy.
- Ensure confidentiality of data is maintained in accordance with Data protection/GDPR
- All staff must comply with relevant legislation and school policies e.g. Health and Safety and Fire regulations

Therapies and Assistant SEN Co-ordinator - Person Specification

	Essential	Desirable
Knowledge		
Some knowledge of SIMS Software		✓
Awareness of school policies and procedures	✓	
Experience		
Experience of working in an office or school environment.	✓	
Experience of working with SEND pupils	✓	
Strong and effective inter-personal skills.	✓	
Strong and effective telephone manner	✓	
Skills and abilities		
Excellent communicational skills at all levels	✓	
Time management and ability to multi-task and prioritise	✓	
Efficient even under pressure	✓	
Discretion and confidentiality	✓	
Team player - Proactive and committed.	✓	
Excellent organisational skills.	✓	
First aid trained.		✓
Personal qualities		
Are able to remain calm when working under pressure.	✓	
Pro-active, methodical and well organised.	✓	
Are able to multi-task.	✓	
Are able to work on their own initiative dealing with unexpected problems that arise.	✓	
Are friendly and work well as a team.	✓	
Willingness to undergo relevant training.	✓	
Professional conduct.	✓	
Are trustworthy, reliable and punctual.	✓	

Notes:

This job description may be amended at any time in consultation with the postholder.

Postholder's signature: _____

Date: _____