

Assistant SENDCO



Contract: Full time, term time only (37 hours per week, 39 weeks per year)

Salary: Band 5a-5b (scale points 26-35). Actual pay dependent on experience, pro rata for term time working.

Reports to: SENDCO

Part of: SEND Team

Direct reports: Learning Support Assistants

Core purpose

To support the SENDCO/SLT and teachers in ensuring the progress of students with additional needs across the school community. The post holder will be responsible for supporting individual students and small groups to help develop the skills and confidence of students so that they are able to build their independence in the classroom and beyond. In addition, the Assistant SENDCO will support the SENDCO/SLT in identifying students with SEND, and planning provision for all students on the SEND register, including students with EHC plans. The Assistant SENDCO will line manage Learning Support Assistants in the school.

General Responsibilities (all staff):

1. To perform duties and attend meetings as reasonably required.
2. To participate in the School's performance management scheme.
3. To undergo in-service training where required.
4. To contribute to the school's pastoral system.
5. To observe and implement current school policies and good practice.
6. To contribute to the overall Christian ethos/work/aims of the school.
7. To carry out such particular duties as the Headteacher/SLT may reasonably direct from time to time.

Support for Students

1. Supervise and provide support for targeted students, ensuring their safety and access to learning activities.
2. Establish good relationships with students, acting as a role model, setting high expectations, and being aware of and responding appropriately to individuals' needs.
3. Communicate students' needs and effective strategies with teaching staff to ensure students are able to access the learning in all lessons.
4. Assist with the development and implementation of Individual Education Plans.
5. Assist with the development and implementation of Education, Health and Care Plans and undertake Annual Reviews of EHCPs.
6. Assist with the planning and implementation of small group and one to one interventions.
7. Assist with the planning of LSA timetables to ensure that key students are supported effectively in class and around the school.

8. Monitor the progress of students on the SEND register and the effectiveness of interventions and in class support.
9. Attend to identified students' personal needs as required (social, health, physical, hygiene and welfare), referring to line manager any concerns about student safety and well-being.
10. Promote the inclusion and acceptance of all students.
11. Provide support for designated students with examinations (internal and external).
12. Liaise, alongside the SENDCO, with professionals to support student progress and access to education.
13. Create and maintain an orderly and supportive environment within the SEND department to support students' progress and well-being.

Support for Teachers

1. Create and maintain a purposeful, orderly and supportive environment, following lesson plans agreed with line manager and teachers
2. Prepare and maintain equipment/resources for key groups of students in liaison with the classroom teacher, and assist students in their use.
3. Use strategies, in liaison with teachers, to support students to achieve learning goals.
4. Provide advice and guidance on effective strategies for students with SEND, and assist with the planning of learning activities.
5. Provide regular feedback to teachers on students' achievements, progress and barrier to learning.
6. Support the management of student behaviour, reporting difficulties as appropriate in line with school policy.
7. Monitor students' responses to learning activities and accurately record achievement/progress as directed.
8. Establish constructive relationships with parents and carers, contacting them as directed by line manager.
9. Undertake examination invigilation and/or student support in exams as directed.

Support for the Curriculum

1. To develop students' literacy/numeracy skills in order to raise standards.
2. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
3. Work alongside the SENDCO and Heads of Department to communicate student needs and develop resources to ensure that all students are able to access the curriculum.
4. Plan for pre-teaching and overlearning of key skills in curriculum areas as required.
5. Support the use of ICT in the classroom by the teacher and student to support pupil progress.
6. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

Support for the School

1. Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEN Code of Practice as well as general staff procedures.
2. Contribute to the overall ethos, vision and aims of the school.
3. Appreciate and support the role of other professionals.
4. Attend relevant meetings as required.

5. Participate in training and other learning activities as required.
6. Accompany teaching staff and students on visits, trips and out of school activities as required.

Person Specification

Experience

- Experience of working with young people in a school or extra-curricular context
- Experience of working with young people to improve their literacy skills (experience of working with students with dyslexia would be an advantage)
- Experience of working with young people with ASC and/or attachment needs
- Experience of line managing other staff

Professional knowledge

- GCSE or equivalent (NVQ level 2) passes in English and mathematics (literacy and numeracy)
- HLTA qualification (or willingness to work towards)
- Relevant first aid knowledge (*desirable but not essential*)

Skills and Attributes

- Ability to manage own time effectively
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individually as required.
- Ability to relate well to children and adults.
- Commitment to meeting the needs of all pupils with SEND
- Good communication skills and ICT skills
- Patient, flexible and adaptable
- A commitment to supporting learners with individual academic and welfare need