

JOB DESCRIPTION

JOB TITLE: Assistant SENCO

RESPONSIBLE TO: Line Manager – Deputy Head Teacher for Inclusion

PURPOSE OF THE POST:

To provide high-level, effective and collaborative support to the school's Deputy Headteacher in charge of SEND. The successful candidate will need to have a strong knowledge of the range of diagnoses and presentations of young people with SEMH needs and a solid understanding of the SEN Code of Practice.

The post holder will also support the wider Senior Leadership Team (SLT) in raising standards and improving outcomes for learners, through the provision of high-quality professional services across the school.

MAIN ROLES AND RESPONSIBILITIES

Key Duties and responsibilities

- To assist the SENCO in leading the provision for SEN within the school.
- To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely.
- To develop curriculum resources to ensure that pupils identified as having SEN have the
- required levels of support.
- To support the SENCO in managing the implementation of an inclusive curriculum within
- the context of the school's aims and policies.
- To work with the SENCO to develop and implement intervention groups and support.
- To provide all those with involvement in Special Needs and Learning Support the
- support, challenge, information and development necessary to sustain motivation and
- secure improvement in learning.
- To support the learning of pupils as allocated by the SENCO.

	• To manage and maintain personalised plans, provision maps and provision plans. • Under the direction of the SENCO, collate and prepare information relating to assessments, statements and referrals to other agencies and ensure that Annual Reviews are completed accurately and in time with the statutory requirements. • To collate SEND statistical returns as requested and analyse progress and attainment. • Monitor and evaluate pupil responses to learning activities through a range of assessment • and monitoring strategies against predetermined learning objectives, providing feedback • and reports to teachers in order to provide evidence of the range and level of progress and • attainment. • Provide support with High Needs Funding Applications and the tracking of funding. • Attend pupils review meetings and prepare paperwork. • Attend meetings with Trust and outside agencies as directed by SENCO • Work within the school's behaviour strategies to support children with SEMH needs
General	• Be aware of and comply with all policies and procedures relating to child protection, health & safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing. • Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern • Support the safeguarding and welfare of children and young people within the school. • Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans. • Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development. • To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.

Data Protection Responsibilities	• Maintain the security and confidentiality of student, staff, and school data by adhering to the school's data protection policies. • Process, store, and share data in accordance with the UK GDPR and Data Protection Act 2018. • Support the DPO in maintaining data protection compliance by reporting any breaches, potential breaches, or subject access requests (SARs). • Support the processing of subject access requests (SARs). • Attend data protection training as required.
----------------------------------	---

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Postholder's signature:

Postholder's name:

Date:

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	• Safeguarding training • Relevant Childcare qualification or to demonstrate similar experience. • A good standard of education, with at least 5 GCSEs or equivalent, including English and maths. • Health and Safety Training desirable, but not required.
Experience	• Ability to manage and maintain adequate written SEN records. • Previous experience of working with children. • Demonstrate a basic understanding of SEN support in mainstream schools. • Experience of basic technology and IT skills. • Some relevant experience working with pupils with SEN • Experiences of leading small groups and interventions
Skills and ability	• Ability to use Microsoft office packages to a proficient standard e.g. manipulate data in Excel programmes; prepare documents for external audiences, analyse data. • Good ICT skills • Ability to exchange information both verbally and in writing with staff and parents • Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, accessibility and confidentiality. • To be flexible and adaptable to meet the changing needs of the school
Knowledge	• Knowledge of a range of interventions • Knowledge of neurodivergence and catering for a range of different need types • To develop knowledge in a specific area of educational need and to become a point of contact for that need

Postholder's signature:

Postholder's name:

Date:
