

Assistant SENDCo

Job Description

The Role

Under the guidance of the Senior Leader SENDCo, the post holder will be required to develop and manage the delivery of a high quality, cost effective SEND support services to pupils with physical disabilities, medical conditions, sensory impairments, mental health issues, learning difficulties and other inclusive needs to meet the Academy's Strategic and Operational objectives.

Main Purpose and Responsibilities

- Lead on the development and delivery of SEND provision for pupils with physical disabilities, medical conditions, mental health issues, sensory impairments, learning difficulties and other special educational needs; providing a rich and stretching learning experience that enables progress in all areas of learning and development.
- Lead, manage and review current provision to ensure that any future intervention meets the needs of all pupils and is consistent with Academy objectives.
- Establish effective and collaborative relationships with professionals, the local authority and parents/carers to secure appropriate provision and support services for pupils.
- Act as the nominated person for referrals from professionals working with the young person and assess the individual's needs, including risk assessments of those with physical disabilities, medical conditions, mental health issues, sensory impairments and other inclusive needs, and disseminate information as appropriate.
- Assist in the effective and efficient management of teams and resources allocated to the school via the EHCP process.
- Act as a Lead for an agreed case load of pupils including assessing support needs, requesting high needs support funding, co-ordinating support packages that meet EHCP outcomes and chairing EHCP annual reviews.
- Manage a support team, to ensure pupils receive a high quality service, thus enabling them to access aspirational learning programmes, facilities and services and improve achievement rates.
- Work with the curriculum leads to ensure pupils make good progress, both in their academic and EHCP outcomes.
- Continually update and improve professional knowledge, understanding and skills.
- Develop links with relevant national and local external agencies such as CMHTs, social services and voluntary sector organisations to develop and promote provision and where relevant to access funding.
- Lead on providing staff development to meet the current needs of pupils.
- Develop and maintain accurate and timely records in accordance with the academy quality standards, support funding requirements, self-assessment, inspections, lesson observations and skills audit in order to ensure a consistent high quality provision for pupils.
- Ensure the collection, accurate input and analysis of learning support data, undertaking rigorous activity to ensure it is properly reflected on the Academy's SEN database.

General Duties of the Post

The post holder will assist with or undertake the following:

- Contribute to the overall ethos, work and aims of the school.
- Work within statutory frameworks and timescales to complete SEND processes, such as annual reviews.
- To keep up-to-date with QA initiatives and to develop and meet school KPIs.
- Provide advice and support for staff in respect of relevant policies and procedures, for example, SEND and Equality.
- To participate in the Professional Development Programme and undertake training as required including all relevant areas of technology.
- Oversee the implementation of support packages including the delivery of 1:1 interventions and group work.
- Monitor the success of support programmes and make adaptation when required.
- Assist, advise and support staff in establishing, maintaining and delivering specialist SEN approaches and systems.
- Ensure robust monitoring of identified areas and advise the leadership team on trends, making suggestions for development.
- Contribute to the school's Self Evaluation Process and School Improvement Plan in areas of SEND, undertaking relevant Quality Improvement Activities.

Behaviour and Expectations:

All staff members are expected to adhere to and promote professional standards including the Trust and Academy's code of conduct and values.

General:

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Senior Leadership Team and develop and promote high standards of professional conduct throughout the Academy and the wider Trust community.

You will be expected to carry out your duties in line with the Academy's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.

You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide services.

You will be expected to travel throughout the borough and wider area and will, therefore, have access to a vehicle with appropriate Business Insurance. There may be a requirement to transport pupils from time to time, subject to appropriate risk assessments being in place.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, Academy and your own professional development.

All staff, regardless of their position, are expected to undertake TeamTeach training and work within "good practice" guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

Additional Information:

This Job Description / Specification is subject to periodic review.

Responsible to: Senior Leader SENCo

Salary scale:

Primary Location:

1	Extensive work experience within an appropriate setting, including working with vulnerable children and their families.	E
2	Experience of leadership and management of staff	E
2	Identifiable personal achievements in SEN support and Equality practice	E
3	A successful and proven track record in delivering staff development training	E
4	A successful and proven track record of coordinating and supervising a team	E
5	Experience of implementing and developing quality systems	E
6	Degree or relevant higher education or advanced vocational qualification equivalent or able to demonstrate ability to work at this level	E
7	Educated to GCSE/ level 2 or equivalent with grades A*-C in English and Mathematics	E
8	Ability to carry out and record assessments including risk assessments of pupils with physical disabilities, medical conditions, mental health issues, sensory impairments and other areas of SEN.	E
9	Ability to act as key person for pupils including chairing EHCP Annual Reviews and contributing to Needs Assessments	E
10	Good working knowledge of the SEND Reforms, equality & safeguarding legislation and its implications for the SEN provision and support	E

11	Good working knowledge of how to support pupils with physical disabilities, medical conditions, sensory impairments, mental health issues and other support needs effectively in an educational context	E
12	Good working knowledge of the support funding including high needs support and how to use resources effectively	E
13	High level of computer literacy	E
14	Able to work under pressure with a high level of accuracy and to strict deadlines	E
15	Able to use initiative, organise and prioritise	E
16	Able to identify and implement improvements in existing systems	E
17	Able to communicate effectively at all levels	E
18	Able to produce and present reports to a variety of audiences	E
19	Commitment to establishing and maintaining good working relations with colleagues and pupils	E
20	Evidence of commitment to the safeguarding and promotion of the welfare of children and vulnerable adults	E
21	Commitment to the provision of a quality service and the implementation of quality improvements	E
22	Able to work flexibly throughout the week/over the year by prior agreement	E
23	Commitment to valuing diversity	E