

JOB DESCRIPTION

Employment Details	
Job Title	Assistant SENDCO
Reports to	Assistant Principal/SENDCo
Salary Band	WHF M

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
To support the SENDCo in managing the provision for students with SEND, ensuring they receive the necessary support, inclusive education and achieve their full potential.

Responsibilities
<ul style="list-style-type: none"> • Support all duties of the SENDCo • Liaise with other professionals • Carry out annual reviews as required • Support and advise class teachers • Attend appropriate SEND training • Run SEND training for staff • To join the SENDCo in monitoring and supporting the overall progress and development of pupils as whole individuals, remembering that emotional quotient is essential for successful learning • To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential • To contribute to raising standards of pupil attainment through a clear understanding of individual need • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth • Undertake such duties as are delegated by the SENDCo • Play a major role under the overall direction of the SENDCo formulating and reviewing the and the aims and objectives of the school • Establishing the policies through which they shall be achieved • Leading and managing staff and resources to that end • Monitoring progress towards their achievement. • Maintaining and developing the ethos, values and overall purposes of the department • Contribute to planning improvement and changes which will translate school aims and policies into actions • Implementing the WHF and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs • The efficient organisation, management and supervision of school routines

- To support the SENDCo in the day to day running of the school SEND department and in presenting a united front and ethos to the staff, pupils, parents and community
- Be responsible for communicating with and meeting parents in school

Curriculum

- Supporting the development, organisation and implementation of the school's curriculum
- Ensuring that the learning and teaching together with emotional literacy and understanding form a co-ordinated, coherent curriculum entitlement for individuals
- Ensuring that information on pupil progress in both academic and emotional areas is used to improve teaching and learning and is used to inform and motivate pupils and to inform parents and the governing body of progress in all areas
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided for with a clear understanding of SEND need

Additional

- PSA line manager
- Y6 transition
- PM with SENDCo of some SEND staff
- Assessing the need for traded services on a yearly basis

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> Relevant Level 3 or high qualification 	

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> Knowledge of SEND Code of Practice SEND experience SEMH experience Whole school impact Knowledge of EHCP and changes in SEND Relevant training and experience within secondary schools Knowledge of the secondary curriculum Good interpersonal skills Be committed, empathetic, enthusiastic, organised, patient, resourceful, nurturing Strong communication skills 	<ul style="list-style-type: none"> Team Teach Attachment training Ability to lead and manage change sensitively

Specialist Knowledge

Essential	Desirable

Personal Traits

The successful candidate will:

- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.
- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The White Horse Federation.