

Job description: Assistant SENCo

Location	Oxford Spires Academy
Contract term	Permanent
Full time/term time	Full Time
Pay range	
Reporting to	SENCo

Job purpose

To support the SENCO to lead, manage, develop and maintain high quality special educational needs provision which enables quality teaching, excellent learning outcomes and success for all pupils.

Overall responsibilities

Support the SENCo, to ensure the implementation of the Special Educational Needs (SEN) policy and provision in the school

Lead and mentor the team and assist the SENCo in implementing the operational activities of Department to ensure that the appropriate provision is delivered for our individual pupils with SEN or a disability (SEND)

Provide professional guidance to colleagues, working closely with staff, parents and other agencies

Main duties

Support the SENCo to:

- Contribute to a positive and inclusive whole school ethos that promotes excellent outcomes for pupils with SEND
- Ensure the school meets its responsibilities under the Equality Act 2010, Children's Act 2014 and the SEND Code of Practice 2015
- Support the SENCo in developing a strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision
- Work alongside the SENCo to ensure the Anthem Trust SEND policy is implemented effectively within the school
- With the SEN Team Develop, implement and monitor strategic SEND plans that are reflected in the Academy Improvement Plan
- Support all staff in understanding the needs of SEN pupils through attending professionals' meetings as required.
- Liaise with staff, parents, external agencies and other schools or settings to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for

pupils with SEND

- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Assist in maintaining contact with student's families and carers to inform them of progress, and to update on support interventions.
- Have strategic oversight of the SEN KS4 pathways by building positive home link connections and supporting students in their overall experience of the pathway.
- Support with the day to day running of Academic Support including co-ordinating staff, work and students and supervising students whilst using the SEN and Student Support area or classroom.
- Assist with weekly attendance calls of SEN students to support raising SEN attendance across the school.

Operation of the SEN policy and co-ordination of provision

- Support early and accurate identification and assessment of special educational needs
- Work alongside the SENCo to maintain an accurate SEN register
- Work in partnership with parents and families who have a child with SEN
- Co-ordinate additional provision that meets the pupils' needs and monitor its effectiveness
- Coordinate the use of a Provision Map (Edukey or equivalent) and ensure it is being used effectively to develop individual learning plans and record, track and monitor the effectiveness of interventions
- Support person-centred approaches, involving pupils and parents in all aspects of SEN provision
- Be aware of the provision in the Local Authorities local offer
- Work with feeder primary providers, other schools, educational psychologists, health and social care professionals and other external agencies and be a key point of contact for external agencies
- Work in partnership with the pupil, parents and other professionals to ensure the needs of pupils with Education, Health and Care (EHC) Plans are fully met and meet statutory requirements
- Support transition at all stages for pupils with SEN.
- Ensure records of pupils with SEN are kept up to date.

Leading and managing staff

- Advise and contribute to all aspects of effective SEND continuing professional development for staff (including leading training and coaching)
- Establish opportunities for staff to review the needs, progress and targets of pupils with SEN
- Lead Teaching Assistants/HLTAs working with pupils with SEND

Teaching and learning

- Complete weekly lesson observations and provide feedback to support staff to implement inclusive Quality First Teaching (QFT) for all pupils with SEN.
- Have oversight of the KS4 pathway AQA unit awards lessons, completing training and paperwork as required.
- Implement and run small group interventions for pupils with SEN, and evaluate their effectiveness
- Promote the pupil's inclusion in the school community and access to extra-curricular activities.
- To work collaboratively with the Vice Principal Pastoral to support the positive engagement and behavior of SEN students.
- To support SEN students to access opportunities and extra-curricular provision within and across the school.
- Ensure appropriate Access Arrangements are in place, to support pupils' needs in public examinations, and all paperwork submitted correctly.

Additional responsibilities and general requirements

- Comply with all Anthem Schools Trust policies and procedures particularly in relation to child protection, health and safety, confidentiality and data protection.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Safeguard and promote the welfare of children and young people, and follow school policies and the staff Code of Conduct
- Show commitment to the school, promote an inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues.
- Participate in the school's appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.
- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to the postholder by the Principal.
- To carry out any other duties commensurate with the grade of the post as required by the Headteacher and Senior Leadership Team.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Assistant SENCo

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
<ul style="list-style-type: none"> Commitment to undertake Level 3 Safeguarding training Recent and relevant professional development 	Y	
<ul style="list-style-type: none"> Qualified Teacher Status Commitment to undertake NASENCo training Relevant good degree Further professional qualification Accredited qualification for assessing and teaching students with specific learning difficulties or Access Arrangements 		Y

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
<ul style="list-style-type: none"> Working knowledge of the SEND Code of Practice Working successfully with SEND students in mainstream setting Use of assessment and attainment data and information Target setting and assessment techniques Knowledge of up to date developments in SEND Coaching/mentoring young people Success identifying and delivering appropriate interventions Experience of working with parents to support student progress 	Y	
<ul style="list-style-type: none"> Maintaining SEND register Experience of leading annual reviews for students with EHCPs First Aid qualification or experience Teaching experience in secondary/primary sector Supporting and training staff to support student progress Awareness of Health and Safety issues 		Y

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable

<ul style="list-style-type: none"> • The ability to converse at ease with members of the public and provide advice and information in accurate spoken English. • Excellent communication skills • A positive role model • Ability to motivate, inspire and challenge students • Confident ICT user • Ability to plan, prioritise and organise self and others • An enthusiastic and committed teacher • Commitment to raising standards • Calm, adaptable, dependable, resilient and reliable • A good team player • Collaborative • Commitment to further own professional development • Drive and enthusiasm • A commitment to promoting and safeguarding the welfare of young people • A commitment to inclusive, comprehensive education 	Y	
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