

Job Description

Title:	SENCO Support	Grade:	ST6
Department:	Education	Reports to:	SENCO
MAIN PURPOSE			
To work under the professional direction of the SENCO as part of the professional team to support learning activities for pupils.			
RESPONSIBILITIES			
Principle Responsibilities			
<ul style="list-style-type: none"> • Contribute to the management and support of pupils during learning activities. • Establish and maintain relationships with individual pupils and groups. • Review and develop own professional practice. Dealing with pupils' therapeutic, pastoral and personal care needs. 			
Key accountabilities			
<ul style="list-style-type: none"> • Take shared responsibility for care and welfare of SEND pupils • Support groups of pupils of ASD EHCP + SEND • Under the direction of the SENCO collate and prepare information relating to assessments, statements and referrals to other agencies • To collate SEND statistical returns as requested • Organise and manage an appropriate learning environment and assist the teacher to plan teaching and learning objectives that ensure pupil progress and development • Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment • Act as a role model and establish a clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote pupils' self-control and independence to ensure good behaviour and respect for others is maintained • Model effective practice to class-based staff e.g., use of PECS, visuals etc • Provide support with High Needs Funding Applications • Attend review meetings and prepare paperwork • Cover the transition class where necessary 			
Working effectively with individual pupils, under the direction of a class teacher			
<ul style="list-style-type: none"> • Assist teacher/SENCO with learning activities ensuring health and safety and good behaviour of pupils 			

SENCO Support

- Support the pupils in accessing learning activities as directed by the teacher/SENCO to enable pupils' progress towards their targets
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Support arrival and departure of Alternative Resource Provision (ARP) pupils as necessary
- Demonstrate skills in, planning, monitoring, assessment and class management
- Carry out small group interventions, for example; social use of language, SP, EAL and language programmes etc.
- Support learning of pupils with specific needs.
- Liaise with teachers regarding the pupil support plans
- Be aware at all times of the SEN Register
- To cover break when required

Administration and Professional Development

- Update pupil records as appropriate and assist the SENCO with more complex paperwork as and when necessary
- Attend meetings as directed by the SENCO
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' well being
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans
- Conduct administration tasks within the department including the use of computers, video equipment and photocopiers
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development
- Keep provision maps for intervention and produce reports when necessary
- To help update the website with the latest SEN documents
- Assist with the ordering and distribution of SEN resources

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department.

NB: This job description may be reviewed, if necessary, at any time and it may be amended after consultation with you.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks.

Our Schools/Trust and all its personnel are committed to safeguarding and promoting the welfare of the children. The successful applicant will be subject to a full Disclosure and

<p>Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK.</p>
<p>CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)</p> <p>Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.</p>
<p>MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)</p> <p>Fully and positively participate in the Trust's performance management & appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.</p>
<p>EQUALITIES</p> <p>Implementation of the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.</p>