

Job Description

Job Title	Assistant SENCO
Grade	H
Responsible To	Principal / Vice Principal / Deputy Headteacher
Staff Managed	Teaching Assistants
Job Family	Pastoral Support
Job Purpose	To support student progress by removing barriers to learning, therefore, allow students to achieve their personal best. The role is to work under the direction of the Vice Principal/SENCO to provide support using bespoke intervention strategies for small groups of students and occasionally provide in lesson support.
Job Context	Working as part of the pastoral and SEN teams, the Assistant SENCO plays a key role in coordinating support for students with SEND, liaising effectively with teaching staff, teaching assistants, parents, and external agencies to ensure personalised, compliant, and well-planned provision that meets individual student needs.
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> ● Help to provide high quality SEN support service and assist teachers in meeting their responsibility to help SEND pupils make good progress. ● Support the Vice Principal/SENCO in providing high quality SEN support service, to help teachers deliver high standings to support SEN pupils. ● To work with the Vice Principal /SENCO and pastoral team, to promote and facilitate the support of excellent teaching and learning for pupils with special needs. ● Assist the Vice Principal/SENCO in ensuring the school complies with the SEN Code of Practice and achieves a high standard of provision. ● Lead on the development of an individual learning plan appropriate for each student to enable each student to engage positively for learning within specialist settings and around school ● Attend review meetings and produce SEN provision maps to support learning ● Provide guidance for colleagues working within the SEN team and support the quality assurance of SEND department by conducting student voice etc. ● Support Teaching Assistants to improve the support in they provide to students and teachers within the classroom environment ● Oversee the personalised learning provision to ensure that work provision is appropriate, and that students are supported both in their learning and personal development ● Prepare an appropriate supportive IEP's for each student which covers the essential subjects for the school curriculum, vocational areas and activities to for each student to gain skills, engage positively within the wider school community and make good progress in their learning, so they are able to progress in their education or onto meaningful employment ● Take responsibility for the production of MSPs and their review. ● Provide guidance for colleagues working within the SEN team and support the quality assurance of SEND department by conducting student voice etc. ● Conduct appropriate research on SEND to recommend strategies and best practice to support students to reach their full potential. ● Identify best practice in SEND teaching and provision, helping to share this with colleagues ● Coordination and development of MSP or BAP students ● Coordination and Implementation of Work Experience for students requiring alternative provision ● Coordination of Personal Emergency Evacuation Plans for Students
Communications	<ul style="list-style-type: none"> ● Provide regular updates for parents and other professionals on progress and to discuss any supportive action required to maintain progress and support for each student.

	<ul style="list-style-type: none"> ● Liaise with educational specialists, nurses, psychologists, health and social care professionals, independent and voluntary bodies for student needs and support plan ● Responsibility for exam concessions and liaison with the exams officer to ensure appropriate provision is in place
Partnership or Corporate Working	<ul style="list-style-type: none"> ● Lead on the coordination and liaison with the pastoral team. ● To work with the Vice Principal /SENCO and pastoral team, to promote and facilitate the support of excellent teaching and learning for pupils with special needs
Safeguarding	<ul style="list-style-type: none"> ● Adhere to data protection legislation ● Maintain confidentiality as appropriate ● Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to. ● Have an awareness and basic knowledge where appropriate of the most recent legislation.
Systems and Information	<ul style="list-style-type: none"> ● Ensure all relevant school records are kept up to date ● Help track students' progress, rewarding success and intervening to improve outcomes
Planning and Organising	<ul style="list-style-type: none"> ● Plan and deliver improvements to SEN provision, evaluate the impact of strategies and take action to secure further improvements based on the evidence available
Data Protection	<ul style="list-style-type: none"> ● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. ● Develop your own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> ● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> ● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. ● Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	Assistant SENCO	
Grade	H	
Responsible To	Principal / Vice Principal / Deputy Headteacher	
Staff Managed	Teaching Assistants	
Job Family	Pastoral Support	
Essential		Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<ul style="list-style-type: none"> Familiar with SEN Code of Practice and School Safeguarding policy Knowledge of SEN best practice and national developments 		
Experience		
<ul style="list-style-type: none"> Experience or working with SEN or less able students 		<ul style="list-style-type: none"> Experience of implementing SEN strategies and interventions for key student groups
Occupational Skills		
<ul style="list-style-type: none"> Able to develop strategies for engaging students, develop the curriculum and secure improvements Excellent behaviour management skills Able to analyse data with a view to developing strategies to improve Able to monitor and evaluate impact of interventions and strategies 		
Qualifications		
<ul style="list-style-type: none"> Recognised SEN qualification 		<ul style="list-style-type: none"> Degree or equivalent Appropriate first aid training (<i>dependant on the school's needs</i>)
Other Requirements		
<ul style="list-style-type: none"> Enhanced DBS clearance Willingness for on-going continuing professional development Highly competent in ICT and the use of computers Excellent communication skills Commitment to the safeguarding of young people 		