

General outline of possible duties:

- To assist the SENCO in leading the provision for SEN within East Park Academy
- To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely.
- To develop curriculum resources to ensure that pupils identified as having SEN have the required levels of support.
- To support the SENCO in managing the implementation of an inclusive curriculum within the context of the academy's aims and policies.
- To work with the SENCO to develop and implement intervention groups and support.
- To provide all those with involvement in Special Needs and Learning Support the support, challenge, information and development necessary to sustain motivation and secure improvement in learning.
- To manage and maintain personalised plans, provision maps and provision plans.
- Under the direction of the SENCO, collate and prepare information relating to assessments, statements and referrals to other agencies.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.
- Provide support with High Needs Funding Applications and the tracking of funding.
- Attend pupils review meetings and prepare paperwork.
- Attend meetings with outside agencies as directed by SENCO.

Specific Responsibilities

- To support the provision of SEN, including the allocation of support time and the writing of SEN paperwork.
- To liaise with relevant outside agencies to ensure that individual pupil SEN are met effectively and that the requirements of statements of SEN are met fully.
- Ensuring that accurate and detailed records are kept and stored of meetings and discussions with parents and outside agencies for GDPR compliance.
- Ensuring that staff are kept informed of pupils' SEN. Working with the SENCO and other staff to ensure that all SEN Pupil Profiles, passports and plans are used to set subject specific targets and match work well to pupils' needs.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENCO.
- To monitor the progress of students with SEN and advise the SENCO.

- To support meetings of SEN staff, communicate information to staff and co-ordinate resulting action.
- To offer advice and support to teaching staff in providing a quality first teaching approach, under the direction of the SENCO.
- Carry out small group interventions, for example; social use of language, SP, EAL and language programmes etc.
- Maintain and be aware at all times of the SEN Register and profile sheets.
- Update pupil records as appropriate and assist the SENCO with more complex paperwork as when necessary.
- Attend meetings as directed by the SENCO.
- To support with Early support plans.
- 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' wellbeing.
- Contribute to the overall work/aims of the academy and appreciate and support the role of colleagues and other professionals to enable the academy to fulfil its development plans.
- Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional development.
- Keep provision maps for intervention tracking and impact and produce reports when necessary.

Safeguarding of students and Duty of care All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.

#### Notes

The general outline allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This general outline is not necessarily a comprehensive definition of the post.

This general outline does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties.