



# ARTHUR MELLOWS VILLAGE COLLEGE

Helpston Road, Glinton, Peterborough PE6 7JX

## JOB DESCRIPTION

**Post Title: SENCo Support**

### MAIN PURPOSE OF JOB

- Identification and assessment of students with SEND.
- Assist the SENCo to effectively deploy staff and resources to meet the needs of students with SEND.
- To assist the SENCo with the development of the VI Hub initiative. Writing up of termly reports, attending training sessions and VI conferences, reporting back to SENCo.
- To develop and maintain excellent relationships with parents of students with SEND, the Local Authority and relevant external organisations.
- To support the SENCo with internal QA systems within SEND regarding tracking of student attainment, achievement, experience and support
- To promote the general progress and well-being of individual students and provide guidance and advice as necessary.
- Understanding and implementation of Family code of practice.
- Support the SENCo in monitoring the effectiveness of intervention for students with SEND by outcome.
- Liaise effectively with staff across the school, including pastoral, attendance and behaviour support teams, to ensure high quality provision for students with SEND.
- Ensure that Education and Health Care Plans (EHCPs) and other relevant documentation relating to students with SEND are regularly reviewed with students, parents and other agencies. Support the SENCo to ensure recommendations are implemented.
- To support safeguarding issues relating to SEND students and ensure that Senior Designated Person (and Safeguarding team) are informed of concerns

### Day to day running.

The SENCo Support is responsible for:

- Ensuring cover of LSA's including lates, absences, for all students with high needs.
- Assist the SENCo with the observation of Form Tutor groups and students to ensure smooth running. A specific programme to be adhered to.
- Support the SENCo with troubleshooting of potential issues with parents, students.
- Teaching of classes, offering withdrawal lessons specifying on subjects.
- Assisting the SENCo to carry out annual reviews, completing all documentation and follow up tasks.

### PASTORAL SYSTEM

- To support the SENCo in ensuring the overall progress and development of students within the department.
- Line manage SEND Tutor Groups.

### SUPPORTING THE PUPIL

- Under the guidance of the SENCo/Class Teacher undertake work/care/support programmes to enable access to learning for pupils.

**Other Specific Duties**

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head of College or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	