



# Job description

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Assistant SENDCO



## **Job Title:**

Assistant SENDCO

## **Salary:**

MPS / UPS + TLR 2b (£6,064)

## **Contract:**

Permanent

## **The Role:**

To assist the SENDCO in ensuring effective provision, support and intervention for students with an identified Special Educational Need (SEN)



# Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

## Leadership

- To support and promote the vision of the Inclusion Department in line with the school's vision and values
- To support the continuous improvement of the quality of teaching and learning for SEND students across the curriculum
- To aide in the development of positive teaching and learning environments across the school to ensure access for all students by supporting members of staff in personalising effective curriculum delivery and classroom management
- Where SEND students are identified as underachieving ensure this is communicated to the SENDCO and effective plans of action are implemented to support students including classroom support and intervention as appropriate
- To monitor the effectiveness of additional provisions delivered by outside agencies. Ensure impact measures, including student progress and engagement, are in place
- To inspire colleagues and team members by personal example
- To develop and maintain effective methods of communication and liaison with all school staff, students, parents, Governors, external agencies (including Educational Psychology, CAMHS (Child and Adolescent Mental Health Services), Speech and Language team, Medical Professionals and Specialist Teachers) and the wider community regarding SEND student needs and progress
- To help create an effective team by promoting collective approaches to problem-solving and curricular development.
- To support the continued development of effective working relationships within the team
- To celebrate student achievement by identifying and rewarding all SEND students who achieve
- Assist in Educational Health Care Plan (EHCP) reviews and complete referrals for Statutory Assessment including Common Assessment Framework (CAF) and Team Around Family (TAF) in line with Families First Guidance as directed by SENDCO
- To support in the writing of consultation documents to be submitted to the LA as directed by the SENDCO
- To ensure an accurate SEND register and records are maintained and shared with relevant staff
- To prepare inclusion documentation such as pupil passports
- Promote and provide equality of access and opportunity, supporting in gathering evidence at KS3 to support Access arrangements for students.
- To prepare, monitor and keep appropriate records of Pupil Passports, reviewing them in a timely manner.

### **Student outcomes**

- Work with all staff to assess, monitor, record and report on the learning needs, progress and achievement of students with SEND
- To review assessment data with the SENDCO on a regular basis, in order to identify and support the ongoing progress of students with SEND
- To set effective targets for students, identifying and removing barriers to learning that impact on their ability to achieve their potential for all SEND students
- To support in the identification of students with SEND needs/students requiring intensive support and provision of additional interventions
- To ensure SEND staff communicate and engage effectively with parents providing helpful and accurate responses to parent/carer enquiries
- To assess students' approach/access to learning across the school and support where necessary to maintain high standards of engagement
- To implement statutory, school and department policies designed to improve standards of achievement for all SEND students
- To use data effectively to track progress and co-ordinate intervention for all students with SEND

### **Classroom Climate / Behaviour for Learning**

- To report discipline issues arising within the department in a timely manner to the SENDCO or SLT for investigation
- To assist colleagues within the School in applying Rewards and Sanctions fairly and consistently in line with the School's Behaviour for Learning policy

### **Teaching & Learning**

- To undertake a teaching commitment which is commensurate with the job specification of a subject area determined by the needs of the school
- To develop a comprehensive programme of work which includes a range of teaching and learning styles providing a rich experience for all SEND students
- To be responsible for development and delivery of nurture provision (The Haven) to improve access to learning for SEND students
- To monitor and evaluate the quality of adaptations across the school; take the initiative in identifying strategies to support consistency of practice and lead by example
- To ensure that all staff use class profiles and pupil passports to create a circle of inclusion to reflect the needs of the SEND students in every class
- To help develop strategies and (using national and school guidelines) for teaching and learning for students with SEND
- To keep abreast of any SEND developments and ensure that they are implemented by subject teachers as appropriate
- To develop opportunities for extending students identified as Most Able SEND to ensure they perform in line with national expectations
- Take a full part in the delivery of the school's PDE programme as appropriate

### **Assessment, recording and reporting**

- Regularly review the data from assessment programmes including Baseline testing, Cognitive Abilities Tests (CATs) and LASS (Lucid Assessment System for Schools), progress tests KS3 as agreed by the school for all new students with the SENDCO
- To analyse and make regular use of student progress data in line management meetings with the SENDCO, ensuring that individual students are monitored and supported in maximising their potential
- To have a full understanding of departmental and school targets
- To be able to identify areas of underperformance and to have strategies in place to deal with them.
- Maintain notes and plans of lessons undertaken and records of students' work
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate
- Attend the appropriate tracking days/parents' consultation evenings to keep parents informed as to the progress of their child
- To have a full understanding of the Code of Practice for identification and assessment of Special Educational Needs and share where appropriate with colleagues
- Collate and distribute information and data relating to primary to secondary transition
- Identify Year 6 SEND students and organise, deliver and monitor transition activities for those students
- Ensure a smooth transition between key stages for all SEND students
- To Support the SENDCO in collation administration of EAA evidence

### **Liaison/Communication**

- To meet regularly and work with the Line Manager for professional support and to develop effective team management
- To write, collate and present reports for a variety of audiences including Governors and SLT
- To work alongside the Examinations Officer, Data Manager and other Subject Leaders to ensure that up-to-date and useful data is available for tracking purposes
- To refer SEND students to outside agencies where appropriate under direction of the SENDCO
- To liaise with the pastoral, safeguarding and inclusion team, meeting regularly to discuss the support of students holistically.

### **Professional Development**

- Responsible for safeguarding/protection of children within their setting
- To identify training needs for the department in consultation with individuals and reflected in the Department Improvement Plan
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff
- To use the Quality Assurance / Performance Review process to assist in enhancing the professional development aspirations of colleagues

### **Finances**

- To dispose of resources in accordance with School policy

### **Health and Safety**

- To ensure all students and staff are safe, in line with the whole school Health & Safety policy



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