

Job Description

Post Title:	Assistant SENDCO
Location:	George Spencer Academy
Salary/Pay Range:	NJC23 – NJC27
Hours of work:	Full Time, Term Time + 3 weeks
Reporting to:	Assistant Principal/SENDCO

Purpose of Role

- Provide effective line management of the Inclusion faculty.
- Assist the Assistant Principal- Inclusion and Well-Being in leading high quality SEND provision.
- Contribute to raising standards of student attainment and achievement within the Academy.
- Raise the aspiration of students through coaching and mentoring.
- Share best practice in order to develop and enhance the performance of others.
- Organise, lead and manage the annual review process for all students on the SEN register.
- Identify and access funding for SEND and liaise with the family SENDCO.
- Attend all family SEN meetings and prepare reports and requests for springboards.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

Specific responsibilities include:

- Identify and assess students with SEND profiles.
- Support the development and monitoring of support plans and Education Health Care Plans (EHCPs).
- Set up, manage and review timetables for in class support and interventions delivered by the Inclusion Team.
- Support teachers within the classroom and work with small groups of students on a one to one basis.
- Work with teaching staff to ensure students are able to access effective learning within the classroom.
- Work closely with subject teachers to contribute to the maintenance of an appropriate working environment.

- Carry out specific small group and individual teaching for students with ASD, SPLD and those with low literacy and numeracy skills including assessing students.
- Assess students reading ages and carry out screening for other special needs such as dyslexia.
- Record the outcome of student assessments of progress in intervention on a regular basis so that records are always up to date and impact is measured.
- Communicate regularly and effectively with the parents of students with SEN providing regular updates on student progress and by holding meetings and interviews, writing letters, conducting surveys, updating the website and making telephone calls.
- Communicate regularly and effectively with staff to collect information and disseminate data and up to date information about students.
- Work with the Exams Officer and Inclusion Administrator to ensure that students receive the support they are entitled to for examinations and keep up to date with JCQ guidelines.
- Be responsible for students with medical conditions and ensuring accurate records are kept.
- Support teachers in the administration of tests and controlled assessments.
- Ensure all student records are accurate and up to date.
- Manage KS2 to KS3 transition for SEND students, liaising with primary schools.
- Attend Parents Evenings and SEN drop-ins to meet with parents of students with SEND.
- Establish and promote productive relationships with students, acting as a role model and setting high expectations.
- Establish constructive relationships and communicate with relevant staff to support students' learning and progress.
- Promote social and emotional development of students.
- Accompany students on Educational Visits and other off site activities.
- Supervise students during examinations, breaks, lunchtimes and other unstructured times when required.
- Work collaboratively with all staff in order to extend the learning opportunities of all students.
- Establish working relationships with external agencies to support students as appropriate and to attend multi-agency meetings as appropriate.
- Deal with responses for requests for information from professionals in a timely manner and with meticulous attention to detail.
- Take and keep accurate records of minutes of meetings.
- Keep the SEND diary up to date in liaison with the LINC administration.
- Update all the SEN policies as requested by the Assistant Principal, Inclusion.
- Take responsibility for recruitment and selection of Learning and Progress Assistant, Intervention LPA AND Specialist intervention LPA.
- Provide induction programmes and training for new employees within the Inclusion team.
- Support the Assistant Principal in preparing and delivering CPD.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.

- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

