

Job Profile



Post Name	Assistant to the SENDCO (Admin role)
Salary Scale Point	
Weekly Hours	
Working Weeks	
Contract Type	

Job Purpose

To assist in managing the provision for pupils identified as having Special Educational Needs and Disabilities (SEND); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.

Main Duties

Responsibilities

- Contribute to the management and support of pupils during learning activities.
- Support SENCO with coordinating paperwork
- Establish and maintain relationships with individual pupils and groups
- Supporting pupils' therapeutic, pastoral and personal care needs.

Key functions

- To assist the SENCO in leading the provision for SEN
- 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 work with the SENCO to develop and implement intervention groups and support.
- To coordinate personalised plans.
- Under the direction of the SENCO, collate and prepare information relating to assessments, statements and referrals to other agencies.
- Monitor and evaluate pupils with SEND through an annual questionnaire focussing on well being.
- Manage and maintain SEND One Page Profiles

- Oversee class SEND folders and update termly.

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 and advise on areas to develop.
- Working with the SENCO and other staff to ensure that all SEN Pupil Profiles, outcomes and plans are used to set subject specific targets and match work well to pupils' needs.
- To work with the SENCO to promote an inclusive curriculum.
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENCO.
- Carry out small group interventions, for example; Precision Teaching, Well Comm, SaLT interventions and Power of 2
- 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.
- 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
- Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional development.
- Attend pupils review meetings and prepare paperwork.

Supervision and Management

None

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Decision Making

None

Resources

Reports to SENCO

Working Environment

Primary School

Knowledge and Skills

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| <ul style="list-style-type: none">- Experience of working with SEND children across EYFS, KS1 & KS2- Good knowledge, experience and/or understanding of SEND processes, statutory requirements, ECHP application process- Strong communication, organisational & administrative skills across both internal and external agencies- Experience of leading meetings and accurate record keeping- Ability to prioritise, work to a planned schedule and meet deadlines- Strong analytical skills to interpret and track data- Knowledge of safeguarding procedures within the education environment |
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Other Duties

<p>The list of duties as above is not exhaustive. The postholder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.</p>

PERSON SPECIFICATION -

	Essential	Desirable
Qualifications	5 A-C GCSE's or equivalent including English and Maths Competent with Microsoft Office Software applications Competent with use of CPOMs or equivalent	Paediatric First Aid certificate Psychology, child development or counselling qualification Relevant training in SEND

	safeguarding software	HLTA Level 4
Skills and Experience	<p>Experience of working with SEND children across EYFS, KS1 & KS2</p> <p>Good knowledge, experience and/or understanding of SEND processes, statutory requirements, ECHP application process</p> <p>Strong communication, organisational & administrative skills across both internal and external agencies</p> <p>Experience of leading meetings and accurate record keeping</p> <p>Ability to prioritise, work to a planned schedule and meet deadlines</p> <p>Strong analytical skills to interpret and track data</p> <p>Knowledge of safeguarding procedures within the education environment</p>	<p>Experience in implementing support plans, setting and monitoring targets and planning interventions</p> <p>Knowledge of the SEND Code of Practice & Disability Act</p>
Personal Qualities	<p>Commitment to the protection, safeguarding, welfare and wellbeing of pupils</p> <p>Maintain confidentiality at all times</p> <p>Demonstrate patience, empathy and sensitivity</p> <p>Resilient, positive and proactive</p> <p>Strong, professional interpersonal skills -</p>	

	<p>particularly in challenging situations</p> <p>Can work on own initiative, be a supportive and cooperative team member</p> <p>Willingness to work outside of hours, if required, to meet any urgent needs of the community</p> <p>Good sense of humour</p> <p>Willingness to travel for any Trust wide training opportunities</p> <p>Willingness to continue own professional development.</p>	
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