

## Job description

<b>Job title:</b>	<b>Assistant SENDCo</b>
<b>Grade:</b>	Salary dependant on experience
<b>Hours / weeks:</b>	40 hrs per week, 39 weeks/year Monday–Friday(08:00–16.30)
<b>Contract type:</b>	Permanent
<b>Reports to:</b>	SENDCO

## Job purpose

- To assist the SENDCo in the planning and delivery of SEND provision at Westfield Academy and to assist in the management of the SEND Team.
- To assist the SENDCo in ensuring the academy fulfills its duties according to the SEND Code of Practice 2015. To assist with the day-to-day operation of the SEND policies and provisions.
- To coordinate provision for all students with SEND at Westfield Academy, working closely with students, parents, carers, staff, professionals and outside agencies to identify, assess and plan to meet the needs of students with special educational needs

## Line Management responsibilities

- To line manage and complete the appraisal process for at least 6 x LSAs & 1 X HLTA as directed by the SENCO and Headteacher.
- Promote teamwork and to motivate staff to ensure effective working relations.
- Advise, contribute and, where appropriate, coordinate the professional development of staff to increase their effectiveness in responding to pupils' with SEND.

## Main responsibilities

- To deputise for the SENCO in matters relating to SEN, as and when appropriate
- To support the SENCO in leading the provision for SEND within school.
- Respond to consultation letters within the statutory timeline, following the Code of Practice as directed by the SENCO.
- To manage appropriate resources for SEND and Learning Support and ensure that they are used efficiently, effectively and safely.
- To support the SENCO in managing the implementation of an inclusive curriculum delivery.
- Within the context of the academy's aims and policies, work with the SENCO to develop and deliver in intervention groups and support.
- To provide all those with involvement in SEND, the support, information and development necessary to sustain motivation and secure improvement in learning.
- To support the learning of students as allocated by the SENCO and in coordination with the Heads of Year.

- To manage and maintain provision maps and student provision plans.
- Ensure that the academy meets all our statutory and legal duties in relation to students with Special Educational needs.
- To support the SENCO with the application of Educational Health Care plan Needs assessments.
- Ensure the school complies with Section F of all students' EHCPs.
- To support the achievement and progress of all SEND students
- To support the attendance of students with SEND.
- Raise awareness of the needs of SEND pupils within the classroom
- Provide support and training to trainees and newly qualified teachers in relation to pupils with SEND.
- Liaise with other agencies and professionals as appropriate.

## Main duties

- To assist the SENDCo in ensuring systems and processes are in place to identify and meet the needs of students with SEND, providing data and written information on request.
- To conduct Annual Reviews within the EHCP process, coordinate all paperwork/documentation pre and post EHCP meetings. Ensure this has been shared with the headteacher and sent to the county within statutory guidelines.
- To manage the provision for Exam Access Arrangements (internal and external examinations and class-based assessments effectively within the Academy, liaising with the SENDCo, Exams Officer, and other key staff.
- Identifying students who may qualify for Exam Access Arrangements using appropriate psychometric testing and assessment tools.
- Gathering evidence to support the Access Arrangements application from teaching staff and external agencies. - Creation of Form 8's and Form 9's - Liaising with the Examination Officer and the allocation of provision of appropriate EAA.
- Liaising with students, parents, and teachers regarding outcomes.
- Working with academy staff throughout the year to build knowledge of the JCQ criteria and possible Access Arrangement support for specific students.
- Providing training for students in the use of their AA.
- Supporting the SENDCo in the online application process and generation of Form 8s. To assist in the day-to-day operation of SEND provision at WA.
- To assist in the evaluation of SEND provision.
- To promote the inclusion of students with SEND in mainstream classes and identify appropriate interventions.
- To use school information systems, including the Go4Schools and Sims, effectively and confidently.
- To provide support with primary liaison and other key transition points for students with SEND where required, including post-16.
- To support with timetabling & allocation of LSA's where required.
- To complete and process referrals, both internal and external agencies.
- Support the SENCo in writing consultation responses. Keeping records up today. Ensure consultation responses have been sent to parents.
- Managing the SENCo's calendar.
- Stepping into meetings as the Assistant SENDCO representative.

## Teaching and Learning

- Under agreed systems assess students, identify SEND and review students' progress.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- To meet parents and outside agencies to discuss students' needs, targets, actions required, and progress made.
- Contribute to, and lead meetings for students with SEND.
- To collect and circulate specialist advice to relevant people.
- To provide guidance to staff relating to policies concerning SEND.
- To support the writing/updating of Student Passports for students in Years 7 – 13 and provide information to all staff in a timely manner.
- Managing Resources To advise the SENDCo on staffing and resource needs within the SEND team.
- Jointly Leading and Managing Staff
- To line manage LSA's effectively.
- To observe and appraise LSAs to help them identify their training needs.
- To conduct annual professional development review meetings with LSA.
- To follow up meetings as deemed appropriate.
- Identify training or CPD required to develop the knowledge and skills of the members of the SEND Team.
- To assist with recruitment and interviewing of new staff. To represent the SEND team at teaching staff, management, and other appropriate meetings.
- To recognise your own strengths and areas of expertise and use these to lead, advise and support others.
- To liaise with teaching staff and LSAs to embed the team approach to support students with SEND.
- To support the achievement of the Academy's objectives by working proactively with colleagues on projects or activities outside the direct area of responsibility as required.
- To carry out any other tasks as determined by the SENDCo, as required.
- To conduct oneself in a professional manner and to display positivity to others.
- Deliver Functional Skills to years 10 & 11 in Maths and English.

## Other Duties

- To follow the Academy ICT policy for the safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the academy safeguarding policies.
- To comply with legislation, policies,, and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the Codes of Conduct, Regulations,, and policies of the Academy and its commitment to equal opportunities.
- To comply with the Academy Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake any other duties not detailed above, commensurate with the level of the post.
- to undertake training and personal development as and when identified by the line manager.
- Identify any personal CPD to keep knowledge, skills, and qualifications up to date.
- Generate a culture of celebration, resilience, and praise for students with SEND.

- Ensuring that accurate and detailed records are kept of meetings and discussions with outside agencies.
- Ensuring that staff are kept informed of students' needs and advise on areas to develop and support.
- 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 provision for their child under the direction of the SENCO.
- To monitor the progress of students and advise the SENCO.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Attend staff meetings, parents' evenings, INSET sessions and similar important functions both in and out of normal Academy hours, and participate in the main Open Day for prospective parents and pupils.

*This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.*

*The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

*Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

## Person specification

Attributes	Essential (or expected to train / qualify to that standard)	Desirable
<b>General</b>	<ul style="list-style-type: none"> <li>● Polite and courteous</li> <li>● Confidentiality, probity &amp; integrity</li> <li>● Excellent time management</li> <li>● Strong verbal and written communication skills</li> </ul>	
<b>Qualifications &amp; training</b>	<ul style="list-style-type: none"> <li>● GCSE grade C or above (or equivalent) in both English and Mathematics</li> <li>● A Level in Mathematics and/or English</li> <li>● HLTA Status</li> <li>● Proven on the job experience</li> </ul>	<ul style="list-style-type: none"> <li>● Degree</li> <li>● Access arrangements qualification- CPT3A</li> <li>● Level 5 Assistant SENCO Qualification</li> </ul>
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>● Working knowledge of statutory SEND legislation, the SEND Code of practice, EHC processes, associated deadlines, and the Equality Act 2010( formerly Disability Discrimination Act) to support inclusive practice.</li> <li>● Working knowledge of JCQ regulations and requirements for access arrangements, ensuring compliance and appropriate support for learners during assessments.</li> </ul>	
<b>Knowledge, skills and abilities</b>	<ul style="list-style-type: none"> <li>● Efficient administrative skills including maintaining accurate SEND records, managing referrals and reports, coordinating meetings, monitoring deadlines, and supporting statutory compliance</li> <li>● Experience in facilitating psychometric testing</li> <li>● A proven track record of working with students with special educational needs</li> <li>● Proven experience of working with children of relevant age in a learning environment</li> <li>● Working knowledge of processes, procedures and system within an educational environment</li> <li>● Proven experience of line management, including overseeing staff performance and managing the probation process.</li> <li>● Understanding of the four broad areas of need as outlined in the SEND Code of Practice: communication and interaction, cognition and learning, social, emotional and mental health, and sensory/physical needs</li> </ul>	
<b>Personal aptitude, qualities and skills</b>	<ul style="list-style-type: none"> <li>● Ability to manage CPD and line manage the SEN team, including appraisals and timetabling</li> <li>● Working knowledge of Code of Practice and Graduated Response Tool</li> <li>● Ability to work professionally with outside agencies.</li> </ul>	<ul style="list-style-type: none"> <li>● Well developed interpersonal and delegation skills</li> <li>● A commitment to working to strict deadlines</li> </ul>

	<ul style="list-style-type: none"> <li>● Ability to manage the efficient use of Exam Access Assessor time</li> <li>● Ability to engage with Safer Recruitment</li> <li>● Ability to recognise and understand the need for confidentiality</li> <li>● Highly motivated and enthusiastic</li> <li>● High professional standards</li> <li>● Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds</li> <li>● A commitment to high academic standards</li> <li>● The ability to motivate and enthuse students</li> <li>● Good organisational skills</li> <li>● Ability to work effectively with and command the confidence of teaching staff</li> <li>● The ability to assess and review young people and fa</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to plan, under appropriate supervision and guidance, or in collaboration, effective learning programmes</li> <li>● Ability to effectively use ICT to support learning, or to undertake training to do so</li> <li>● Ability to use other technology to support learning– eg video, photocopier, etc</li> <li>● Ability to self - evaluate learning needs and actively seek learning opportunities</li> <li>● Ability to demonstrate and promote good practice in line with the ethos of the college</li> <li>● Understanding of safeguarding issues and promoting the welfare of children and young people</li> </ul>
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