

## Sir William Stanier

### JOB DESCRIPTION

<b>JOB TITLE</b>	Assistant SENCO	<b>GRADE</b>	8
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#### BASIC JOB PURPOSE

To support the school's Special Educational Needs Coordinator (SENCO) in delivering the school's Special Educational Needs (SEND) provision and helping to raise SEND student achievement. **PRINCIPAL RESPONSIBILITIES**

#### MAIN RESPONSIBILITIES

<b>1</b>	To support the school's SENCO in delivering the education and welfare of all students with SEND in the mainstream setting to enable them to achieve relative to those without SEND.
<b>2</b>	To assist the SENCO in creating a timetable for teaching assistant provision ensuring adequate support is provided at all times including during evacuation and movement times
<b>3</b>	Making daily adjustments to the SEND timetable as necessary and ensuring emergency cover is available as required.
<b>4</b>	To assist with the day-to-day running of the SEN department
<b>5</b>	Responsible for a caseload of students, as agreed by the SENCO
<b>6</b>	Able to deputise for the SENCO in their absence
<b>7</b>	To deliver and monitor interventions, to deliver staff briefings and training when requested
<b>8</b>	To help the SENCO in the training, deployment and monitoring of all Teaching Assistants
<b>9</b>	Responsible for the line management of a team of Teaching Assistants, including ensuring they are appropriately training and overseeing their performance management in line with HR policy and procedure.
<b>10</b>	Supporting the identification of children with special educational needs.
<b>11</b>	Support the writing of individual educational plans and applying for statutory EHC plans as required
<b>12</b>	To manage appropriate learning resources and ensure that they are used efficiently, effectively and safely.
<b>13</b>	Liaising with parents of children with SEND.
<b>14</b>	Liaising with other providers, outside agencies, educational psychologists and external agencies to ensure that individual pupils' needs are met effectively
<b>15</b>	Ensure that accurate and detailed records are kept of meetings and discussions with students, teachers, parents and outside agencies
<b>16</b>	Ensure that the SEND register is kept accurate and up to date, and that staff are kept informed of pupil special education needs.
<b>17</b>	Assist with the tracking and monitoring the progress of students with SEND. Use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
<b>18</b>	Assist with the developing of the SEND provision in the school further, lead the process of access arrangements and ensure that records are up to date.
<b>19</b>	Ensure all SEN testing and examinations

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.