



MANORSIDE ACADEMY

JOB DESCRIPTION

NAME:

POST: **Assistant SENCO & Community Hub Leader**

GRADE: **7 (SCP 23 – 26)**

Relationships

The post holder is accountable to the Principal and SENCO in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

Purpose

The Post Holder is to lead specific and additional teaching, learning and support throughout the academy associated with Inclusion – SEN, Social and Emotional and Behavioral. To work with the SENCo to develop the Inclusion Team by ensuring equal access for all groups of pupils and the removal of all barrier to learning – allowing the children to “be the best that they can be”.

Main duties & responsibilities

- To liaise with all relevant people, including staff, parents and outside agencies in order to ensure that best practice is achieved and that all vulnerable pupils and pupils with SEN receive optimal assistance.
- To work directly with the Senior Leadership Team (SLT).
- To lead, develop and enhance teaching practices of others so that all vulnerable groups and pupils with SEN within the academy make maximum progress.
- To develop and manage inclusive practice, under the guidance of the SENCo throughout the academy.
- To lead regular community events in school, liaising with parents & outside agencies to ensure a wide range of opportunities for our families.
- To liaise with external agencies to develop community links between school and home.
- To actively foster and embed positive relationships within the community and work in partnership with the parents and carers to promote pupils’ outcomes and wellbeing.

- Support all staff in understanding the needs of SEN pupils and ensure the objectives to develop SEN are reflected in the Raising Achievement Plan.
- To monitor progress of objectives and targets for pupils with SEN from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements.
- To manage and evaluate the outcomes of intervention programs and support for pupils with Special Educational Needs/pastoral needs/health and safeguarding needs.
- To promote a professional, caring and supportive atmosphere within the academy.
- To support the identification of and disseminate the most effective teaching approaches for pupils with SEN and vulnerable pupils.
- To work with the SENCo and staff to develop effective ways of bridging barriers to learning through assessment of needs, monitoring of teaching quality and pupil achievement, target setting including IEPs, and developing recording system for progress.
- To collect and interpret specialist assessment data to inform practice.
- To support the SENCo with the day-to-day coordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.
- To work with teachers, Senior Leaders and pastoral staff to ensure all pupils' learning is of equal importance and that there are realistic expectations of pupils.
- To consider the range of teaching strategies/equipment that could be utilised for pupils on the SEN Register.
- To provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings.
- To advise on and contribute to the professional development of staff, including whole school INSET provision.
- To maintain and develop resources, coordinate their deployment and monitor their effectiveness in meeting the objectives of the academy and SEN policies.
- To maintain up to date SEN records using school programmes and policies.
- To support SENCo with SEND paperwork including support plans and annual reviews

General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.

- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

Signed: **Date:**

Post Holder

One copy to be retained by member of staff and one kept on the employee’s file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines.
This post is exempt from the Rehabilitation of Offenders Act 1974.**