Thomas Deacon
Academy

Thomas Deacon Academy

Application Information Pack

Assistant SENDCo

TDET
Thomas Deacon Education Trust

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Principal's Welcome

Dear Applicant,

Thank you for your interest in working at Thomas Deacon Academy (TDA) and I hope that you will find this pack useful and informative in helping you to complete your application.

Thomas Deacon Academy is a genuinely special school with a talented team of staff committed to improving the life chances of their pupils.

Whilst TDA secured a good Ofsted grade in its last inspection, there is no room for complacency and we are committed to making further improvements to the overall quality of education for our pupils.

We believe our young people should leave us as citizens that are fully equipped with the character and qualifications to take their place in the world. We place great emphasis on ensuring they experience a broad and balanced curriculum, with a wide range of extra-curricular activities, opportunities for them to develop their 'character' and a strong pastoral system to support them with life's challenges.

Our students benefit from our outstanding facilities. These include our Norman Foster designed Academy building and purpose built Key Stage 2 Juniors building located in our 43-acre campus. Amongst other facilities we also incorporate an excellent Sixth Form Study Centre and expansive playing fields and sporting facilities

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and also directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We think Thomas Deacon Academy is an exciting and vibrant place to be and we would warmly welcome visits from prospective candidates interested in being part of our team. I am delighted that you are interested in finding out more about our Academy and we look forward to seeing or hearing from you soon.

Warm regards,

Emily Gaunt | Principal

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Job Description

Job Title	Assistant SENDco
Reports to	SENDCo
Salary/Grade	Pathway 5
Working Pattern	37 hours, 39 weeks per annum
Core Purpose	The role involves assisting the SENCO in the effective management and day to day running of the Graduated Approach at TDA Juniors for learners identified as having Special Educational Needs and Disabilities (SEND).

Key Responsibilities

• To assist in the managing of provision of SEND through completing administrative tasks delegated by the SENCO, manage the effective use of resources and liaise with multi-agency external professionals, parents/carers as needed.

Key Functions:

• To be the Assistant SENCO for Thomas Deacon Academy Juniors

• To assist the SENCO in ensuring the SEN provision is effective and that all legal and statutory requirements are met for all students who have a SEN need.

• To support teachers with the management and maintenance of personalised passports and learning plans.

• To assist in managing appropriate resources for SEND pupils and ensure that they are used efficiently, effectively, and safely.

• Support the SENCO in the coordination and delivery of interventions and assist in regularly reviewing and evaluating the breadth and impact of SEND support.

• To help develop curriculum resources to ensure that pupils identified on the SEND register have the required levels of support.

• Under the direction of the SENCo, liaise with class teachers in advance of meetings to ensure that up-to-date information is collected and collated and prepare information relating to assessments, EHCNA requests and referrals to external agencies.

• To assist the SENCO at/attend relevant meetings and prepare paperwork.

Specific responsibilities

• Support the SENCO to ensure a robust process of identifying children for the SEND register.

- Support the provision of SEND support including the writing of SEN paperwork.
- Liaise with relevant outside agencies to ensure that individual pupils SEND needs are met effectively.
- Ensure that accurate and detailed records are kept of meetings and discussions with parents and external agencies/providers.
- Ensure that the SEND register is kept accurate and up to date and that staff are kept informed of pupils SEND.
- 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.
- To support the process of access arrangements.
- Update learner records as appropriate and assist the SENCO with more complex paperwork as and when necessary.
- Support teachers with the graduated approach to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
- Provide guidance to staff on supporting pupils with SEND in class
- Coordinate provision mapping for tracking and impact and produce reports when necessary
- Support pupils with medical needs

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally,

in strict confidence.

- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.

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Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Qualified HLTA with experience of working within SEN	E	A
Other professional development in SEND	D	A/I
Up to date Safeguarding training	D	A/I/T
Knowledge & Understanding		
Knowledge of the requirements of the SEN Code of practice	D	A/I
A good understanding of the Graduated Approach to SEND	E	A/I/T
Skills & Abilities		
Ability to communicate effectively at all levels with staff, pupils, parents / carers and outside agencies.	E	A/T/R
Ability to work as part of a team organise and prioritise workload and work on own initiative	E	A/I/R
Ability to show enthusiasm and commitment about SEND	E	A/I/T/L/R
Demonstrates a supportive and solutions-focused attitude in daily interactions	E	A/I/T/L/R
Maintain confidentiality at all times	E	A/I/T/L/R
Ability to use IT effectively	E	A
Ability to assess and evaluate SEND provision, attainment and progress.	D	A/I/T/L/R
Ability to plan effectively for SEND pupils	D	T/L
Experience		
Experience of using IT as a management tool	E	A
Experience with children with SEN	E	A/I
Experience of working closely with parents in successful home-school partnerships that support pupils' needs	D	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation
R – References

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