

Job Profile: **Assistant SENCo**



Salary scale:	Grade SO2, SCP 23 – 25
Working hours:	37 per week
Academy/department:	Lightcliffe Academy, SEND Department
Responsible to:	SENCo
Nature of contract:	Permanent, term time only, 38 weeks per year plus 10 days (40 weeks)

Job purpose:

- To support the leadership of the provision for SEND students, raising student attainment and aspirations on a daily basis, ensuring all aspects of the curriculum are accessible to all students and that all legal and statutory requirements are met.
- To be responsible for managing the academy's Inclusion facility under the supervision of the SENCo.

Job specific responsibilities:

- Working with the SENCo, support the operational direction and development of SEND provision, providing advice and recommendations around departmental effectiveness.
- Ensure effective systems of communication, including feedback about pupil's learning to inform future planning.
- Monitoring the quality of SEND support by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, and regularly reviewed.
- Liaise with and coordinate external agencies.
- Maintain up-to-date knowledge of national and local initiatives which may impact upon academy policy and practice.
- Undertake baseline assessments of all students on entry to the school.
- Ensure that the SEND and access arrangements register are accurate and up to date and shared with all staff.
- Support the SENCo to ensure provision mapping for SEND students is up to date and used for intervention.
- Organise annual reviews for students with EHCP's, support the SENCo and Head of School in meeting statutory responsibilities.
- Evaluate the performance and assessment data provided and take appropriate actions on issues arising to support the academic progress of the SEND cohort.
- Liaise with subject departments, feeder schools particularly regarding transition, and external agencies.
- Assess the needs of students so that access arrangements can be made for examinations.
- Work with pupils, subject leaders, class teachers with tutorial/pastoral responsibilities to ensure realistic expectations of behaviour and achievement is set for SEND pupils.
- Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.
- To develop and encourage excellent relationships with parents and external agencies.
- Overseeing and monitoring the quality of pupil passports and provision maps and maintaining detailed information for subsequent meetings with parents/professionals.

- Review plans regularly with parents, students, teachers and agree and communicate new targets.
- Manage relevant departmental staff ensuring they are deployed effectively, according to need, and that performance, attendance and contribution is monitored and evaluated.
- Promote an atmosphere of continuing professional development, sharing good practice and relevant statutory and regulatory changes with colleagues across the academy as required.
- Ensure systems for communication and record keeping are relevant to, effective and up-to-date.
- Organise and coordinate training inputs as required.
- Support the provision of management information regarding SEND pupils and departmental effectiveness as required.
- Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT.
- To carry out lunch duty as and when required.
- To manage and monitor departmental resources ensuring resources are obtained and deployed effectively within the allocated budget and to maximise effectiveness for students.
- To be responsible for health & safety within the department and to report any related issues to the Facilities Manager, ensuring risk assessments are completed where appropriate.
- To contribute to the work of other departments within the academy including relating to pastoral, curriculum and attendance.
- Ensure a wide range of activities for students to give them confidence in their ability to take on new challenges, raise aspirations and increase self-belief.
- To work to promote the positive image of the academy in the wider community, including with the local community, business partners, Higher Education institutions and other external partners.
- To attend and advise meetings of the Governing Body and associated committees as required.
- To liaise with outside agencies and take responsibility for official statistics and returns as appropriate.
- To organise and contribute to academy events and support academy functions.
- To assist with recruitment and selection process, appointments and induction.
- To carry out supervisory duties in accordance with published schedules.
- To contribute to the PSHE (SHARED) programme as required.

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own.	✓	
Effective communicator, influencer and negotiator	✓	
Enthusiasm, vision, drive, adaptability and resilience	✓	
Confident, positive and approachable	✓	
Ability to advocate a sound educational philosophy and to translate into practice	✓	
Commitment to a learning culture which is recognised by staff, students, parents / carers	✓	
Learns continuously and effectively adapts behaviours in response to feedback; able to evaluate own performance and focus development accordingly.	✓	
Strong commitment to raising standards	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
GCSE Maths and/or English grades A-C (or other qualifications that demonstrate good literacy and numeracy skills)	✓	
Recognised support assistant qualification		✓
Experience in a related role within a school environment		✓
Working knowledge and understanding of the SEND Code of Practice	✓	
Up to date knowledge of relevant developments in education	✓	
Ability to plan and evaluate interventions	✓	
Skilled user of IT databases, systems and applications including Microsoft	✓	
Data analysis skills, and the ability to use data to inform provision planning	✓	
Experience of building successful working relationships with students, staff, parents and carers.	✓	
Experience of managing, developing, inspiring and motivating staff.	✓	
Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines	✓	
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In Partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our students and staff are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

www.abbeymat.co.uk

