

WESTCOUNTRY SCHOOLS TRUST

SIR JAMES SMITH'S SCHOOL

JOB DESCRIPTION

Job Title:	Assistant SENDCO
Grade:	Grade H - £27,810 to £32,655 per annum pro rata
Hours:	35 hours per week, term time only + 5 additional days
Responsible to:	SENDCo
Direct supervisory responsibility:	Teaching Assistants
Important functional relationships:	<u>Internal</u> : Headteacher, Assistant Headteacher, Teaching staff, Teaching Assistants, School administrator, Office Manager, Parents, Carers.

Main purpose of job

To be responsible for the overall administrative management of provision for children with Special Educational Needs. To take a pro-active role in the support of the educational, social and physical needs of pupils; To play a key role in the organisation, administration and electronic record keeping involved with assessment. To provide support with data analysis throughout the school.

To oversee the smooth running of the Hub provision. This will involve ensuring all students are marked present, logged in the system and provided with appropriate work.

Main duties and responsibilities

1. To meet teachers and co-ordinators under direction of SENCO on a regular basis to review the provision for pupils with Individual Needs.
2. To maintain the SEN register with the advice of the SENCO on the information which the register is to contain regarding needs etc.
3. To support and/or carry out the assessment of individual pupils in order to inform planning & identify appropriate interventions.
4. Carry out Boxall Profile - an assessment and intervention tool which provides strategies and resources for students with social, emotional and behavioural difficulties.
5. To carry out Dyslexia Screening and liaise with the Dyslexia Champion on plans for pupils.
6. To oversee the monitoring of the Hub pass provision.
7. To work one to one with pupils with specific learning needs on individualised learning programmes. This includes the provision of an afterschool homework club for a small number of SEN students.

8. Using Assess, Plan Do Review to identify students for LEGO therapy, ELSA and Friendship Groups and timetable these interventions appropriately completing associated administrative tasks.
9. To establish supportive relationships with the pupils concerned and to encourage acceptance and inclusion of all pupils.
10. To support the SENDCO with writing and updating the Assess, Plan, Do, Review programme. To monitor and record progress in consultation with the class teacher, tutor and Year Director.
11. To support the assessment, monitoring and recording of children's progress, health, behaviour and general well-being. To feedback any information (including concerns) regarding the well-being and educational needs of children to the teacher or Senior Leadership Team as appropriate.
12. To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
13. To support liaison between Educational Professionals, parents and teachers regarding individual pupils and to support the preparation of paperwork and evidence to such Educational Professionals.
14. To liaise with parents of pupils with SEN as required.
15. To organise the collation and distribution of advice and assessment information from outside professionals to school staff ensuring students special educational needs are met.
16. To participate in Annual Reviews.
17. To maintain individual pupils' files with regard to Individual Needs.
18. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with the students who are sick as needed.
19. To attend staff meetings and school-based INSET as required and SENCO Network Meetings and feedback to School staff as appropriate.
20. To contribute to the in-service training of staff where a particular area of expertise is recognised.
21. To provide advice and support to teaching assistants within specific areas of special educational needs where the post holder has particular expertise.
22. To provide information to staff on pupil's needs and or recommended strategies to meet those needs.
23. To line manage a team of teaching assistants including deployment decisions, timetabling, cover arrangements and other aspects of operational management.
24. To provide daily supervision to HLTAs.
25. To provide support to the Senior Leadership Team on specific designated tasks under the role of Learning Support Manager.

General:

26. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Cod of Conduct, Health & Safety and Data Protection.
27. To be responsible for your own continuing self-development, undertaking training as appropriate.
28. To undertake other duties appropriate to the grading of the post as required.

WESTCOUNTRY SCHOOLS TRUST
SIR JAMES SMITH'S SCHOOL
PERSON SPECIFICATION

Job Title: SENDCO Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	At least 3 years' experience of working with children. Practical experience of word processing, excel, e-mail and other MS office applications.	Experience of working with children within a classroom environment or similar at different key stages or within different departments.	Application form/ Interview
Education and Training	Qualified to NVQ level 4 or above (or equivalent qualification), or able to demonstrate equivalent knowledge or experience. Good levels of literacy and numeracy.	Diploma from the Institute of Administrative Management. Certificate in School Business Management Level 4 Qualification in Education/SEN	Application form/ interview Qualification certificates
Special Knowledge and Skills	Knowledge of a particular area of the curriculum or children's needs (ie: early years, SEN, EBD, ALS, literacy or numeracy). Organisational skills. Good communication skills.	Knowledge of a range of issues relevant to education and child development. Knowledge of school management. Excellent ICT skills. Ability to undertake Dyslexia Testing	Application form/ interview

<p>Any Additional Factors</p>	<p>Able to prioritise between different demands.</p> <p>Able to work to deadlines.</p> <p>Self-motivated, and able to work in a team.</p> <p>An interest in children and education.</p> <p>Patient and friendly approach.</p>		<p>Application form/ interview</p>
--------------------------------------	---	--	--