

ASSISTANT SENDCo

JOB DESCRIPTION

Salary / Scale: TMS1 – UPS3

Hours of Work: 32.5 hours per week, 1.000 FTE, Fixed Term 12 months

Responsible to: Deputy Head Teacher and Assistant Head Teacher/SENDCo

MAIN PURPOSE OF THE POST:

- To work alongside the Special Educational Needs & Disabilities Coordinator to ensure appropriate support is given to pupils with special educational needs
- To deputise for the SENDCo when needed
- To liaise with families, referring schools and external organisations to ensure pupils receive the best provision, tailored to their needs
- To provide administrative support for the SENDCo
- To oversee the delivery of sessions in The Hub, as directed by the SENDCo
- To work with pupils, providing in class support, withdrawal sessions and one-to-one support as appropriate to their needs

MAIN DUTIES AND RESPONSIBILITIES OF THE ASSISTANT SENDCo:

- Ensure that all up-to-date national SEND guidelines are being followed
- Ensure thorough knowledge of the latest SEND Code of Practice
- Support the SENDCo in the preparation of referrals to external agencies including umbrella pathway and paediatric services
- Work with the SENDCo and Exams Officer to ensure the appropriate Access Arrangements are in place for all internal and external examinations within JCQ guidelines and school policy, liaising with other staff as necessary
- Contribute to the target setting for pupils with EHCPs and/or IEPs
- Liaise with the DHT and Exams Officer to set up Entry Level English and Maths assessments
- Liaise with assessors, teachers and SLT regarding the support for, and progress of, pupils with special educational needs
- Update internal documents regularly
- Support the SENDCo in arranging Annual Review and IEP meetings
- Ensure SEND documentation for new starters is obtained
- Keep up to date records for pupils with special educational needs in Provision Map software
- Provide feedback and data on pupils with interventions, including the Thrive approach

ADDITIONAL DUTIES:

- Join the Safeguarding team as a Deputy Designated Safeguarding Lead
- Join the pupil induction team to assist in the induction of pupils referred to the school
- Undertake other administrative tasks commensurate with the post
- Be aware of and monitor all matters relating to General Data Protection Regulations, including retention, archiving and disposal of records
- Undertake training as required, e.g. health & safety and safeguarding, including developing a strong working knowledge of the school MIS (Arbor), Provision Map and My Concern to input and extract data as required

WIDER SCHOOL RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to the Designated Safeguarding Lead and or Data Protection Officer as appropriate
- Ensure all information is treated confidentially and always maintain discretion
- Adhere to school health and safety policy, including risk assessment and safety systems
- Adhere to school policy on equality and diversity
- Contribute to the overall ethos/aims of the school
- Appreciate and support the roles of other professionals

As a member of a small organisation, the post holder will be required to support all school staff and may be required to assist in a diverse range of duties in response to reasonable requests made by the Head Teacher.

PERSONAL SPECIFICATION

EXPERIENCE AND KNOWLEDGE:

Essential:

- Proven experience of working within a busy school environment
- Proven experience of working with pupils with special educational needs
- Able to manage own workload and prioritise tasks and act on own initiative
- Ability to meet deadlines and work under pressure
- Ability to use of Microsoft Excel to analyse and present data
- General experience of office technology, including word processing skills with clear working knowledge of Microsoft Word

Desirable:

- Previous experience of liaising with parents/carers, other schools and other agencies
- Previous experience of school Management Information Systems
- Knowledge and experience of school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Head Teacher and the academy

SKILLS AND ABILITIES:

Essential:

- Excellent organisation and time management skills
- Excellent communication skills
- Excellent interpersonal skills
- Ability to work on own initiative and as part of a team
- Resilient, with the ability to remain calm under pressure
- Ability to deal with sensitive information in a professional manner
- Excellent I.T. skills

ADDITIONAL FACTORS:

Essential:

- A professional approach to work, being punctual and smart in appearance
- A flexible approach to work
- A commitment to providing a high-quality service to the academy's stakeholders
- Be prepared to undertake all required training