

Assistant SENCO Job Description

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| Post Title: | Assistant SENCO |
| Salary: | GR 3 SP20 – SP28 |
| Purpose: | <ul style="list-style-type: none"> • Assisting the SENCO in leading high quality SEND provision • To contribute to raising standards of student attainment and achievement within the Academy • To raise the aspiration of students through coaching and mentoring • To share best practice in order to develop and enhance the performance of others • Contribute to the Academy Aim of being the school of choice |
| Reporting to: | SENCO |
| Liaising with: | Senior Leadership Team, Middle Leaders, Learning Support , Secretary to the Governing Body and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, LEA staff, parents, BMET staff, Residents and other stakeholders |
| Working Time: | Full time appointment. Actual hours to be agreed with the Headteacher. The post-holder will be required to attend parents evenings and open evenings |
| Disclosure level: | Enhanced |
| MAIN RESPONSILITIES | |
| Specific responsibilities | <p>Working with the SENCO to:</p> <ul style="list-style-type: none"> • Identify and assess students with SEND and to support the development and monitoring of support plans and Education Health Care Plans (EHCPS) • Support teachers within the classroom and work with small groups of students on a one to one basis • To work with teaching staff to ensure students are able to access effective learning within the classroom • Work closely with the subject teacher to contribute to the maintenance of an appropriate working environment • To develop banks of learning resources in collaboration with teaching staff for SEND students • To provide parents with regular updates on student progress • To work with external agencies • To liaise with the Cover and Examinations Manager to ensure reasonable adjustments are in place for SEND students taking exams |

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| <p>General duties</p> | <ul style="list-style-type: none"> • To assess students reading ages • Support teachers in the administration of tests and controlled assessments • Ensure all records are accurate and up to date • To manage KS2 to KS3 transition for SEND students, liaising with primary schools • At Parents Evenings meet with parents of students with SEND • Establish and promote productive relationships with students, acting as a role model and setting high expectations • Establish constructive relationships and communicate with relevant staff to support students' learning and progress • Promote social, emotional development of students • Contribute to the overall ethos, aims and work of the school. • To accompany students on Educational Visits and other off site activities • To supervise students during examinations, breaks, lunchtimes and other unstructured times when required. • Provide pastoral support for teaching colleagues, covering registration and tutor periods when necessary • To work collaboratively with all staff in order to extend the learning opportunities of all students • Implement and support the rewards and sanctions systems • Follow school procedures and systems as appropriate, especially the school's safeguarding and child protection policies • Such other duties as may be commensurate with the grade and nature of the post. |
| <p>Other Expectations:</p> | <ul style="list-style-type: none"> • To set an example of personal integrity and professionalism • A responsibility of promoting, safeguarding the welfare of children and young people he/she is responsible for or comes into contact with • To ensure all tasks are carried out with due regard to Health and Safety • To keep up to date with changes at the Academy through e-mails, staff briefing notes and attendance at relevant meetings • To seek / implement modification and improvement where required • To ensure effective communication as appropriate with all stakeholders • To liaise with BMET, partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies • To play a full part in the life of the Academy community, to support its ethos and to encourage staff and students to follow this example • To continue personal development as agreed • To engage actively in the performance management review process. To follow Academy Policies and Procedures, including but not limited to the office procedures and protocols • Prioritise own work according to the Academy needs, ensuring accuracy and attention to detail • Any other duties commensurate with the role • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not |

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| | <p>be identified</p> <ul style="list-style-type: none"> • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors • The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition |
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This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Agreed by Postholder

Signed:

Date:

Signed by Headteacher:

Date: