

Hadrian Learning Trust  
**JOB DESCRIPTION**

<b>Post Title: Assistant SENDCo</b>		<b>Director/Service/Sector:</b>		<b>Office Use</b>		
<b>Band: 5</b>		<b>Workplace: HMS and QEHS</b>		JE ref: (Derived from SG19 and S1232) HRMS ref: S1232		
<b>Responsible to: Senior Teaching Staff (SENDCo)</b>		<b>Date: Sept 2018</b>	<b>Manager Level:</b>			
<b>Job Purpose:</b> To work under an agreed system of supervision and take the lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning.						
<b>Resources</b>		Staff	Line management of LSAs.			
		Finance	Not Applicable			
		Physical	Shared responsibility for classroom equipment and materials.			
		Clients	Relevant school pupils.			
<b>Duties and key result areas:</b>						
<b>Support for Pupils</b>						
Use specialist skills, training, or experience to provide support for pupils with special educational needs, supporting their learning, raising standards of individual SEND pupil achievement, and ensuring good attainment and progress.						
Assist with the development and implementation of Individual Education Plans and Personal Education Plans.						
Provide pastoral support for pupils.						
Receive, register, supervise and support pupils with special educational needs removed from, or otherwise not working to, a normal timetable. Maintain good order and keep students on task in The Base work area.						
Establish productive relationships with pupils, acting as a role model and responding to the needs of each individual child, acting as a role model and setting high expectations.						
To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.						
Encourage young people/children to children to play and interact with one another.						
Support pupils consistently whilst recognising and responding to their individual needs.						
To have challenging expectations that encourages children to act independently and build self-esteem.						
Provide feedback to pupils in relation to progress, achievement and attendance.						
Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development.						

### **Support for the Teacher**

Manage liaison with feeder schools and other relevant bodies to gather pupil information and ensure supported transition for pupils with special educational needs.

Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust learning plans as appropriate.

Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives.

Provide the teacher with accurate and objective feedback on pupil progress and other matters, ensuring the availability of supporting evidence.

Manage the maintenance of pupils' records and accurately record achievement and progress.

Support the teacher in the management of pupil behaviour.

Support the development of effective working relationships between teaching and support staff.

Assist in the development, implementation and monitoring of systems relating to pupil attendance and reintegration.

Provide administrative support to teachers in the preparation of reports on pupils with special educational needs including:

- Dealing with correspondence
- Analysis of attendance data
- Compilation of data
- Making telephone calls

Provide training for teachers in how to ensure their practice meets the needs of pupils with special educational needs.

### **Support for the Curriculum**

Implement learning activities to pupils within an agreed framework of supervision, adjusting activities to meet pupil needs.

Help pupils access learning activities through specialist support.

Advise on appropriate expenditure on and deployment and use of specialist equipment or resources.

### **Support for the School**

Comply with all school policies relating to:

- Health and Safety
- Equal Opportunities
- Child Protection
- Confidentiality and data protection.

Work in such as to promote the ethos and vision of the school.

Participate in training and development, and activities that contribute to the management of performance.

Assist the SENDCo in promoting, directing and overseeing high standards of teaching and learning, pupil achievement and progression through effective inclusion of pupils with special educational needs.

Establish good relationships, encourage effective working practices and support the SENDCo in leading teachers and others on the staff team so that the school's provision is inclusive.

Induct, deploy, monitor, appraise and develop the team of Learning Support Assistants to ensure effective provision for pupils with special educational needs.

In liaison with the SENDCo, the school data lead, pastoral staff and others, ensure pupils have meaningful targets which are communicated to the individual pupils, their parents and school staff, and support the SENDCo in monitoring progress towards these targets.

On behalf of the SENDCo, process referrals, assessments and testing, EHCP requests, annual reviews and top up applications.

Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.

Carry out return to work interviews with Learning Support Assistants where applicable, on behalf of the SENDCo.

Attend and participate in regular meetings including relating to Personal Education Plan or Individual Education Plans, Early Help Assessment meetings, meetings with external agencies, EHCP reviews, parent evenings, open evenings and transition events.

On behalf of the SENDCo, process special examination arrangements.

Liaise closely with pastoral staff regarding the needs of children with special educational needs.

Assist in the development multi agency contacts to support the learning and development of children.

Establish constructive relationships with parents and carers and participate in feedback sessions on behalf of the SENDCo.

To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements:

Working patterns:

Working conditions:

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**PERSON SPECIFICATION**

<b>Post Title:</b> Assistant SENDCo	<b>Director/Service/Sector:</b>	<b>Ref:</b> SG19
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<p>Very good numeracy and literacy skills (Level 2);</p> <p>NVQ 3 for teaching Assistants or equivalent qualifications (NNEB)</p> <p>Participated in relevant training related to various national strategies e.g. literacy and numeracy</p>	<p>HSAW First Aid Certificate or equivalent;</p>	<p>(a), (i)</p> <p>(t)</p>
<b>Experience</b>		
<p>Working with children of the relevant age.</p> <p>Working with children with SEND/additional needs including behavioural difficulties.</p> <p>Basic clerical skills.</p> <p>Working with children with additional needs.</p>	<p>Supervising small groups of children</p> <p>Counselling skills</p> <p>Experience of managing SEND support staff.</p>	<p>(a), (i)</p>
<b>Skills and competencies</b>		
<p>Ability to relate well to young people and adults.</p> <p>Effective ICT skills and 3 years' experience of using ICT in a learning environment</p> <p>Ability to use other types of learning technology:</p> <ul style="list-style-type: none"> <li>• Photocopying</li> <li>• Whiteboards</li> <li>• CD ROM</li> <li>• Video</li> </ul> <p>Understanding of codes of practice and recent relevant education issues;</p>		<p>(a), (r)</p> <p>(i)</p>

<p>Good understanding of the principles of child development and the learning process.</p> <p>Can work as a member of a team, understanding their role in the classroom and associated responsibilities.</p>		
<b>Physical, mental and emotional demands</b>		
<p>Can demonstrate emotional resilience.</p> <p>Self-motivation.</p>		
<b>Other</b>		
<p>Willingness to participate in training and personal development.</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits