

Job Description	
Department	Inclusion and Diversity Department
Post Title:	Assistant SENDCo
Salary Scale/Range	MPS / UPS + SEND Allowance £2539
Hours	Full Time
Permanent/Fixed Term	Full Time - Permanent
Posts Responsible to	Senior Leader and Head of Department for Inclusion and Diversity SENDCo
Posts Responsible for	Supporting LSA's
<p>Job Purpose:</p> <p>The role of Assistant SENDCo will ensure the provision of effective support to meet the education and welfare needs of students with special educational needs while contributing to the leadership of the Targeted and Individualised Support Offer.</p>	

Key Accountabilities/Primary Responsibilities:

Tasks that may be carried out in this role are based on the teacher standards and include, but are not limited to:

MAIN DUTIES

- To work with the Resourced base manager to fulfil the professional responsibilities of a teacher as in the School Teachers Pay and Conditions document.
- To conduct rigorous monitoring of the quality of education provided for SEND students.
- To identify staff training needs and be involved in sourcing appropriate training.
- To support teaching and learning activities across the school with SEN pupils.
- To take a key role in assisting and supplementing the work of the teaching staff in providing for the intellectual, social and physical and special educational needs of students identified as having learning difficulties and assisting in differentiation which enables these students to have maximum access to the curriculum.
- To assist teachers in planning and the management and preparation of resources to enable students with special educational needs to access the curriculum.
- To work under the guidance of teaching/senior staff to implement agreed work programmes, e.g. Key Stage 3 Literacy Progress Units.
- To monitor, evaluate and update accordingly the progress of students through analysis of data, in order to raise student achievement.

- To promote an inclusive curriculum.
- To assist the SENDCO with planning and the delivery of departmental/whole school INSET.
- Promoting a collegiate approach so that the staff in the department work as a team.
- Have a strategic overview of provision with SEND or a disability, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND or a disability
- Ensure the SEND policy is put into practise and that the objective of this policy is reflected in the school improvement plan.
- Maintain an up-to-date knowledge of a national and local initiatives which may affect the school's policy and practise.
- Develop a system for colleagues to record and monitor progress made by pupils with SEND.
- Promote the pupil's inclusion the school community and access to the curriculum, facilities and extra-curricular activities.
- Work with the SENDCO, teachers and governors to ensure the school meets its responsibilities under the equality act 2010 in the terms of reasonable adjustments and access arrangements.

LEARNING SUPPORT

- To quality assure the effectiveness of the line management of the learning support assistants; including their appraisal, liaison with Heads of Department and co-ordination of CPD, with regard to the professional standards for teaching assistants.
- To implement published guidance in order to make best use of the Learning Support Assistants.
- To work with the LSA manager to effectively deploy staff and resources and ensure the highest support provision is provided.
- To work with the LSA manager to assist with the recruitment of learning support staff including short listings and interviewing.
- To liaise with the LSA manager for the responsibility for the induction of new Learning Support Assistants
- To work with the LSA manager to communicate school and department information to LSAs on a daily basis, through briefings, in writing and electronically and to be the main channel of communication between LSAs and the SENDCO
- To advise Learning Support Assistants of the needs of SEND students suggesting suitable methods and strategies to remediate these needs. This may include the modelling of good practice or support with planning and review.
- To liaise with the intervention HLTA Lead for intervention groups for pupils with SEND and evaluate their effectiveness.
- In addition, the post holder will be expected to undertake any duties within the post holder's capabilities as requested by the Headteacher.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date
- Be a professional role model, and understand and promote the aims and the values of the Trust

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.

Data Protection

- The jobholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.

Equality and Diversity

The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

Health and Safety

The jobholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.

The jobholder must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.