



Assistant SENCO

39 weeks/37.5 hours (term time)

Salary pro rota from NJC23 £28,357-NJC28 £32,638

Core purpose

To support the SENCO in providing strategic direction for provision for SEN students and Inclusion. To work alongside teaching staff and HODs, under the instruction of SENCo/SLT to arrange and undertake work, care and support programmes to facilitate learning of students and to assist teachers in the provision for SEND students. Work may be carried out in the classroom or outside the main teaching areas with individuals or small groups. To facilitate and support Teaching Assistants' support for students, including planning and facilitating small-group interventions. To accompany and supervise designated students on educational trips and visits. To support the work of the Inclusion department in general.

General Responsibilities (all staff):

1. To perform duties and attend meetings as reasonably required.
2. To participate in the School's performance management scheme.
3. To undergo in-service training where required.
4. To contribute to the school's pastoral system.
5. To observe and implement current school policies and good practice.
6. To contribute to the overall Christian ethos/work/aims of the school.
7. To carry out such particular duties as the Headteacher/SLT may reasonably direct from time to time.

Support for Students:

1. Supervise and provide particular support for targeted students, including those with special needs, ensuring their safety and access to learning activities
2. In liaison with the SENCO, maintain appropriate documentation and record-keeping
3. Assist in arranging of meetings with parents or professionals as appropriate, including annual review meetings and to attend such meetings when necessary
4. Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individuals' needs
5. Encourage students to work and act independently as appropriate
6. Assist with the development and implementation of Individual Education Plans, Education, Health and Care Plans and other plans and assist in maintaining plans electronically.
7. Attend to the students' personal needs (social, health, physical, hygiene and welfare), following school policies as appropriate
8. Establish productive working relationships with students, acting as a role model and setting high expectations
9. Promote the inclusion and acceptance of all students
10. Encourage students to interact with others and engage in activities led by the teacher
11. Set challenging and demanding expectations and promote self-esteem and independence
12. Record students' progress providing feedback to students and relevant staff
13. Provide support for designated examination students



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Support for Teachers:

1. Support a purposeful, orderly and supportive environment, following lesson plans or schemes of learning agreed with line manager(s) and teachers
2. Prepare and maintain equipment/resources as directed by the teacher and assist students in their use
3. Promote strategies, in liaison with teachers, to support students to achieve learning goals
4. Provide regular feedback to teachers on students' achievements, progress and problems
5. Assist with the planning of learning activities
6. Support the teacher in managing student behaviour, reporting difficulties as appropriate
7. Monitor students' responses to learning activities and accurately record achievement/progress as directed
8. Undertake routine marking of targeted students' work and accurately record achievement/progress
9. Promote good student behaviour, dealing promptly with conflict and incidents in line with school policy
10. Establish constructive relationships with parents and carers, contacting them as directed by line manager(s)
11. . Gather and report information from/to parents if directed
12. Provide clerical/administrative help when directed (e.g. photocopying, typing, filing, collecting money etc.)
13. Undertaking examination invigilation and/or student support in exams as directed

Support for the Curriculum

1. To develop students' literacy/numeracy skills in order to raise standards
2. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
3. Help students access the curriculum
4. Support intervention programmes as directed
5. Support the use of ICT in the classroom
6. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.
7. Liaise with Heads of Department and Teachers to facilitate the best learning opportunities for SEND students.

Support for the School

1. Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEN Code of Practice as well as general staff procedures
2. Contribute to the overall ethos, vision and aims of the school
3. Appreciate and support the role of other professionals
4. Attend relevant meetings as required
5. Participate in training and other learning activities as required
6. Accompany teaching staff and students on visits, trips and out of school activities as required
7. Undertake lunch duties and other duties according to duty rota.
8. Oversee, deploy and line-manage Teaching Assistants.



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Person Specification

Experience

- Experience of working with young people in a school or extra-curricular context
- Experience of working with young people to improve their literacy skills (experience of working with students with dyslexia would be an advantage)
- Experience of supporting learners' academic progress
- Experience managing others in a professional environment is desirable

Professional knowledge

- GCSE or equivalent (NVQ level 2) passes in English and mathematics (literacy and numeracy)
- HLTA qualification
- Knowledge of SEN framework e.g. Code of Practice 2015
- Relevant first aid knowledge desirable but not essential

Skills and Attributes

- Ability to manage own time effectively
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individually as required.
- Ability to relate well to children and adults
- Commitment to meeting the needs of all pupils with SEN
- Good communication skills and ICT skills
- Patient, flexible and adaptable
- A commitment to supporting learners with individual academic and welfare needs