**Assistant SENCO Job Description**

## POST TITLE: Assistant SENCO

**GRADE: C2**

**RESPONSIBLE FOR:**

**REPORTING TO: Headteacher/SENCO**

**PURPOSE OF THE JOB**

To assist with the managing the provision for pupils identified as having Special Educational Needs (SEN).

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all SEN pupils including promoting high quality teaching, monitoring and assessment and the effective use of resources to encourage pupils to become independent learners. To provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

**Key Functions**

1. To assist the SENCO in leading the provision for SEN within the school.
2. To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely.
3. To develop curriculum resources to ensure that pupils identified as having SEN have the required levels of support.
4. To support the SENCO in managing the implementation of an inclusive curriculum.
5. Within the context of the academy’s aims and policies, to work with the SENCO to develop and implement intervention groups and support.
6. To support the learning of pupils as allocated by the SENCO and in coordination with the Senior Leadership Team.
7. To manage and maintain individual provision maps for specific children as directed by the SENCO.

**Specific Responsibilities**

1. To support the provision of SEN, including the allocation of support time and the writing of Pupil Profiles.
2. Ensuring that accurate and detailed records are kept of meetings and discussions with parents and staff.
3. Using data effectively to identify pupils who are seriously underachieving and where necessary create and implement plans of action to support those pupils.
4. To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
5. To work with the SENCO to promote an inclusive curriculum.
6. To monitor the progress of students with SEN and advise the SENCO.
7. To offer advice and support to teaching staff in providing a quality first teach approach, under the direction of the SENCO.
8. To deputise for the SENCO in matters relating to SEN.
9. To liaise with the SENCO to discuss and devise support plans for pupils who have been identified by the class teacher as a cause for concern.
10. To carry out class based observations of pupils as follow up to cause for concern.
11. Promote and reinforce children’s self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
12. Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language.
13. Monitor pupils’ participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
14. Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
15. Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links.
16. Receive instructions directly from professional or specialist support staff involved in the children’s education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

## Other

1. To work within and encourage the school’s Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
2. To promote the safeguarding of children
3. To carry out the duties and responsibilities of the post, in accordance with the school’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
4. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
5. To undertake other duties appropriate to the post that may reasonably be required from time to time
6. Any other duties required by the SENCO, Deputy headteacher, or the headteacher, which is within the scope of this post.
7. Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
8. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
9. Understand and implement school child protection procedures and comply with legal responsibilities.
10. Assist in maintaining good discipline of pupils throughout the school.

**Person Specification Assistant SENCO**

| Qualifications, Experience, Knowledge, Skills and Qualities | Essential | Desirable |
| --- | --- | --- |
| Qualifications | Qualified teacher or Higher Level Teaching Assistant | 3 years teaching experience, NASC SENCO aware or willingness to undertake this qualification |
| Experience | Proven track record of supporting students with SEND | Experience with Physical disabilities and Hearing Impairments |
| Knowledge, Skills, Qualities | To know how to teach children, aged 4-11, with particular barriers to learning so that they make progress. |  |
|  | To know how to assess student reading ages and levels of attainment and progress in order to carry out screening tests |  |
|  | To be able to develop good learning relationships with students so that they are motivated to learn and make good progress. |  |
|  | To be able to develop effective relationships with parents so that they work with the Academy to support their children to learn. |  |
|  | Good digital technology skills and ability to apply digital technologies to support students learning. |  |
|  | Good organisational, communication, administrative and interpersonal skills |  |
|  | Able to deal with confidential information sensitively and appropriately in line with Academy policies |  |
|  | Able to chair team meetings |  |
|  | Able to differentiate resources to meet the needs of SEND pupils. |  |
| Personal Qualities | Hardworking, committed, loyal, resilient, resourceful,  enthusiastic and with a “can-do” approach, open-minded, energetic,  creative, a person who enjoys learning and seeks out opportunities to continue learning, courageous, honest, clear moral purpose, high expectations of self and others.  good sense of humour, a self starter. |  |