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| **Description: DSS Logo** | **JOB DESCRIPTION** |

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| **JOB TITLE:** | **Assistant SENCo** |
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| **REPORTS TO:** | **SLT Line Manager (Asst. Head/SENCo)** |
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| **DEPARTMENT:** | **Support Department** |
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| **SECTION:** | **Secondary School** |

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**PURPOSE OF JOB**

* To be the Assistant SENCO and assist in leading the Support Department Team of TAs and Support Department Administrator
* To assist the SENCO / INCo in leading the provision for special educational needs within school
* To manage appropriate resources for the Support Department and ensure that they are used efficiently, effectively and safely
* To develop curriculum resources to ensure that pupils identified on the SEN Register have the required levels of support
* To support the SENCo / INCo in managing the implementation of an inclusive curriculum, including link courses and close liaison with the English and Maths Departments
* Within the context of the school’s aims and policies, to work with the SENCO to develop and implement policies, plans, targets and practices
* To support and sustain effective SEN teaching, evaluating the quality of teaching and standards of pupils’ achievement, and setting targets for improvement
* To provide all those with involvement in the Support Department the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching

**PRINCIPAL ACCOUNTABILITIES**

* Provide an excellent environment and culture for learning in the intervention classroom.
* Ensure own practice is of a high standard and reflects current evidence-based practice.
* Work collaboratively within the Support Department and liaise closely with colleagues within the English and Maths departments
* Promote and inspire learners through planning which takes into account the needs and progress of all.
* Lead, develop and support a productive, positive and effective team of support staff and support a management structure within the department which encourages openness, shared and delegated decision-making, and a sense of common purpose
* Actively seek student voice/feedback to raise standards
* Continually assess student progress and provide students and parents/carers with high quality feedback in order to drive attainment.
* Use available data to plan, review and monitor progress of all students in order to promote rigorous improvement of attainment.
* Promote equality of access and opportunity to students within intervention groups
* To actively encourage and develop the well-being and success of students.

**General Accountabilities:**

* Complete duties and attend events agreed as part of the annual directed time budget
* Contribute to the rich and varied extra-curricular programme
* Ensure the effective implementation of school policies with particular regard to safeguarding
* Carry out other duties that may reasonably be required by the Head teacher.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description is based on conditions of employment, in relation to the role, found in 2017 School Teachers Pay & Conditions Document. It sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

***Dorothy Stringer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***