

Job Description

Assistant SENCO

Accountable to: Assistant Principal SEN & Inclusions

Purpose

To help to lead, manage and oversee the day to day operation of the Academy's SEND policy in accordance with the published national SEN policy and the 2014 SEND Code of Practice: 0–25 years.

Responsible for working closely with the SEN and Inclusion teams in order to ensure the best possible provision for students with additional needs and/ or Looked After Child (LAC) status.

Strategic Leadership

- To build and maintain positive working relationships with local authorities and other professionals involved with the wrap around care of the children concerned.
- To ensure the interventions in place are tracked termly and to track the impact of those interventions, adjusting as necessary.
- To co-ordinate provision for individual students with additional needs and to oversee day to day provision
- To oversee records on all students with additional needs and/ or LAC status and ensure they are kept up to date.
- To actively monitor and respond to inclusion initiatives at national, regional and local levels
- To be the Academy representative at PEPS and Annual Reviews where needed.
- To attend the in school review and parental meetings as required.

Operational

- To help to develop and manage a graduated SEN system within the academy to ensure students' needs are met.
- To set up systems for identifying, assessing and reviewing students who need access arrangements.
- To liaise with the AP SEN and Inclusion on a regular basis to raise the standards of SEN provision in the Academy.
- Work closely with the carers of the Looked After Children and their home LEA to ensure the best possible provision for them.
-

Personnel Management

- Undertake staff appraisals as required
- To provide related professional guidance to colleagues with the aim of securing high quality teaching and support for students with additional needs
- Participate in the recruitment of SEN personnel and ensure effective induction of new SEN staff in line with academy procedures
- Participate in the academy's programme for induction of new staff and those in training.
- Promote and maintain good communication with individuals and groups

Teaching and Learning

- To develop, with the support of the AP SEN and Inclusions and other colleagues, effective ways of overcoming barriers to learning
- To research, advise and train staff in the most effective teaching approaches for cohorts of students with differing SEN needs along with the AP SEN and Inclusions
- To ensure an effective learning environment and support other staff in the implementation of positive behaviour management
- To contribute to the in-service training of staff

Knowledge and Skills

- Keep up to date with national developments regarding SEND, teaching practice/methodology and leadership initiatives
- Keep up to date with developments in the use of comparative data
- Collect and interpret specialist assessment data

Quality Assurance

- Establish and reinforce common standards of good practice

Meetings

- Meet regularly, as required, with the AP SEN and Inclusions
- Attend relevant meetings (PEPS and Reviews where required)

Other Responsibilities

- Any other reasonably directed duties by the AP SEN and Inclusions

This job description is based on the SEN Code of Practice 2014

Person Specification

Assistant SENCO

Attribute	Essential	Desirable
Qualifications / Training:	<ul style="list-style-type: none"> • Good honours degree • Qualified Teacher Status. • Ongoing relevant CPD and a commitment to continuous learning for life. • Hold or be willing to hold current safeguarding training above standard school updates. 	<ul style="list-style-type: none"> • Masters level
Experience	<ul style="list-style-type: none"> • Evidence of successful and excellent classroom practice. • Evidence of securing regularly good/outstanding student attainment and achievement outcomes • Evidence of a commitment to the pro active promotion of the equalities and diversity agenda. • Evidence of the successful use of ICT for learning • Evidence of excellent /good student behaviour management • Experience of being a well organised and efficient and effective administrator • Excellent ICT skills and ability to use a range of software packages to support learning • Demonstrable evidence of using a range of target setting and benchmarking data to raise attainment in area of work. 	<ul style="list-style-type: none"> • Experience of working in a school in challenging circumstances • Innovative classroom practice using ICT learning tools including handheld technologies and games • Experience of working alongside a range of external professionals such as social services.
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Understanding of the current education scene • Ability to accept and give constructive criticism • Ability to inspire confidence, engender trust and gain consensus with colleagues and wider community. • Excellent written and presentational skills. • Excellent interpersonal skills 	<ul style="list-style-type: none"> • Understanding of the future education scene • Commitment to community learning. • Knowledge and practical application of leadership, management and educational theory and philosophy

	<p>and sensitivity to cross cultural issues.</p> <ul style="list-style-type: none"> • Collaborative approach to decision making. • Ability to reflect and analyse and action both independently and collaboratively. • Ability to work co – operatively with others persuading, negotiating, and influencing in a variety of circumstances. • Ability to think and work creatively and flexibly whilst working with close attention to detail and under pressure to meet deadlines. • High expectation of oneself and others • Personal integrity, commitment to fairness and equity. • Ability and willingness to challenge other professionals in the best interests of a child when this is deemed necessary. 	
--	---	--