



Inspiring Learners to Achieve Big Dreams

Assistant SENCO
Job Description

Responsible to:

Assistant Head with responsibility for inclusion.

Salary Grade:

MPS / UPS + SEN Allowance

Role Summary:

To be the Assistant Special Educational Needs Coordinator (Assistant SENCO) supporting the Assistant Head for Inclusion in all aspects of SEND, ensuring excellence in this area.

Employment Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and are to be carried out in accordance with agreed school policies. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Specific Role Summary:

- To support the Assistant Head for Inclusion in all matters relating to SEND
- Deputise for the SENCO as required
- Accountable for standards achieved by SEND pupils
- To undertake educational assessments of pupils to determine their level of special educational need
- To make referrals to outside agencies for pupils with SEND
- To support with the day-to-day operation of the school's SEN policy
- To support the Assistant Head for Inclusion in the co-ordination of provision for pupils with SEND
- To support the Assistant Head for Inclusion on providing a graduated approach for SEN support
- Liaise with parents of pupils with SEN
- Liaise with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- Act as a point of contact for external agencies, especially the LA and its support services
- Liaise with potential next providers of education to ensure pupils and their parents are informed about options and a smooth transition is planned
- Work with the AHT for Inclusion, Headteacher and Governing Board to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- Ensure that the school keeps the records of all pupils with SEN up to date
- To be responsible for SEN Admin
- To promote pupil's inclusion in the school community and access to the school's curriculum, facilities and extra-curricular activities
- Negotiate, provide and monitor personalised timetables for pupils with specific additional needs

Teaching and Learning:

- Be an exemplar of outstanding classroom practice in terms of planning, delivery, differentiation, assessment, displays, recording keeping and classroom practice
- Model outstanding teaching to other staff
- To support the Assistant Head for Inclusion to undertake regular reviews and write Individual Provision Maps for pupils in the school with statements and those at SEN School Support

- To support the Assistant Head for Inclusion to identify and adopt the most effective teaching and communication approaches for mainstream pupils with SEND, in order to maximise their achievement
- To Support the Assistant Head for Inclusion to undertake regular reviews and data analysis for pupils with SEND, in order to maximise their achievement
- Liaise with other schools to ensure continuity of support and learning when transferring vulnerable pupils
- Support teachers and teaching assistants with appropriate strategies, resources and planning in order to meet the needs of pupils with SEND
- To support the Assistant Head for Inclusion in managing the implementation of an inclusive curriculum including access to alternative / additional provision

Recording and assessment:

- Collect and interpret assessment data for the progress of all pupils with SEN, working collaboratively with the Assistant Head for Inclusion
- Develop understanding of learning needs and the importance of raising achievement among vulnerable pupils
- Work with the Assistant Head for Inclusion to undertake regular reviews and data analysis for pupils with SEND, in order to maximise their achievement
- Attend parent consultation evenings to support teachers

Standards and quality assurance:

- Support the aims, vision and ethos of the school
- Set an outstanding example in terms of dress, punctuality and attendance and professional behaviour.
- Uphold the school's behaviour code and uniform regulations
- Participate in staff training
- Attend all Staff Meetings
- Develop links with governors and external partners
- To cover classes in the event of unexpected absence

Other duties and responsibilities

- To undertake any other duties as may reasonably be directed by the Headteacher