Assistant SENDCO

Recruitment Pack

Assistant SENDCO – Term time only

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Thank you for considering whether to apply for this position to work at the University Academy of Engineering.

The successful applicant will become part of a great school which provides a unique and innovative education preparing our students for success in a rapidly changing world.

We are a happy school with high standards of behaviour where students feel safe and secure. Our teachers and support staff build strong relationships with every individual student, they nurture their personal growth and through carefully designed experiences support them to become confident, ambitious and socially responsible young men and women.

We have thought hard about what we need to teach and how we need to teach it. Our curriculum has been planned to cultivate scholarship, intellect and creativity as our students explore a rich body of knowledge across a broad range of subjects. Through special projects, supported by our business and industry partners, we also provide real world learning experiences which combine knowledge, thinking, creativity and teamwork within an authentic context.

Our students are given significant opportunities to make decisions about their learning in lessons and in the enrichment activities they participate in. We know how important it is for students to take ownership of their education as it increases their engagement in it. Our commitment to this is implicit in our statement that in our school you ‘Create your future’.

The school is sponsored by London South Bank University and all of our students are automatically associate students of the university with access to University facilities.

I am absolutely determined that this school should be a safe haven where every child enjoys their own journey of discovery, creativity and imagination and develops a love for their learning.

They will leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and experience they need to thrive in the world.

We invest in the continuous growth of all of our staff through an evidence based approach of looking at what works. If appointed, you will become part of our thriving ‘professional learning community’. Through this you will take ownership of your professional development and will be expected to engage in constant reflection and improvement of your own practice.

If you feel that this is the sort of school which you would like to work in, and if you feel that you have the skills, ideas and commitment required to enhance the experience of students in our school then please do apply for this position.

You can find out more about the school from our website: [www.uaesouthbank.org.uk](http://www.uaesouthbank.org.uk)

1. Assistant SENDCO job description

**Job Description**

|  |  |
| --- | --- |
| **Post title:** | **Assistant SENDCO**, University Academy of Engineering South Bank |
| **Responsible to:** | SENDCO , University Academy of Engineering South Bank (currently Sreepriya Bhowmik) |
| **Salary** |
| **Sup 15 to Sup 19 : Term time only.** |
| **The Role** |
| The role will require the post holder to deputise for the SENDCO. The aim of this post is to assist the SENDCO in leading and providing special educational needs support in order to assist high quality teaching, high quality tracking and interventions, effective use of resources and high standards of learning and achievement for children. The Assistant SENDCO will be specifically responsible for ensuring the quality of in class support and will line manage the team of Learning Assistants. You will also manage the delivery of ASDAN courses to students with SEN. |
| **Duties** |
| This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.* To line manage, performance manage and organise a team of Learning Assistants (LA’s) to support students achieve effective learning.
* To ensure that learning assistants collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.
* To ensure that the SEN register is kept accurate and up to date and that staff are kept informed of students’ special educational needs
* To use data effectively to identify children who are seriously underachieving and where necessary create and implement effective plans of action to support those children
* To support the SENDCO administratively and work alongside the SEN Admin Assistant, particularly with applying for examination access support and preparing for formal reviews.
* Prepare and monitor support timetables for students to ensure effective use of LA resource.
* Prepare and monitor 1 to 1 and small group intervention timetables for students to ensure effective use of HLLA resource.
* Liaise with staff and other relevant professionals and provide information about students as appropriate.
* Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning.
* Build and maintain a close partnership with parents and carers ensuring parents and carers take a full role in the planning and monitoring of their children’s progress
* Communicate with parents on children's learning and progress
* To deputise for the SENDCO in chairing annual reviews effectively
* To liaise with relevant outside agencies to ensure that individual pupil special educational needs are met effectively and that the requirements of ECHPs are fully met
* To establish clear targets for children with EAL and SEN and evaluate progress towards meeting those targets
* To ensure that accurate and detailed records are kept of all meetings and discussions with parents and outside agencies
* To support the work of the inclusion team in developing exemplary inclusive practice across the school
* To support the SENDCO in creating a climate which enables other staff to develop and maintain positive attitudes towards inclusion
* To provide guidance to teaching and support staff on the choice of appropriate teaching and learning methods to meet the needs of different children
* Monitor training progress of LA’s undertaking professional training liaising with external agencies as required.
* Provide specialist SEN or EAL support to students as required.
* To keep up to date with the latest research and information pertinent to the role and commit to undertake specialist training as required
* To do corridor and outside supervision duties as required according to the duty rota produced by the Leader of Student Services.
* Any other task as appropriate to grade and as directed by the Principal or SENDCO
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No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal. All roles will be reviewed annually to ensure the team is working as efficiently as possible.

1. Assistant SENDCO person specification

**Person specification**

|  |  |
| --- | --- |
| Essential | Desirable |
| Qualification criteria |  |
| * Right to work in the UK
* GCSE or equivalent qualification) grade C or higher in Maths and English
* Education to level 3 (A level) or equivalent
* Willingness to obtain and/or enhance qualifications and training for development in the post
 | * Degree level qualification
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| Relevant experience |  |
| * Experience of engaging families to support the school’s work with students
* Over two years’ experience of working with students with SEND in a secondary school setting.
* Line management of staff within a school setting.
 | * Line management of learning assistants in a secondary school setting.
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| Skills |  |
| * Good numeracy and literacy skills
* Commitment to self-evaluation and continuous improvement and commitment to sharing best practice
* Ability to maintain a professional persona and attitude with students
* Ability to build relationships with students
* Ability to maintain effective working relationships with adults
* Ability to support and advise teaching staff in strategies which improve learning
* Ability to manage potentially difficult conversations with parents/carers
* Effective written and verbal communication skills
* Pro-active approach – ability to identify issues, rectify or report to the appropriate person
* Effective time management
* Effective and efficient organisation and administrative skills
* Ability to keep accurate records, and attention to detail
* Ability to deal with sensitive information in a confidential manner
 | * Knowledge of a range of issues relating to education and child development
* Understanding of learning processes
* Understanding of relevant policies and the code of practice and awareness of relevant legislation
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| Personal |  |
| * Commitment to the safeguarding and welfare of all students
* Be resilient and demonstrates the ability to work well under pressure
* Able to adopt a flexible working practice
* Excellent record of attendance and punctuality
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1. How to apply

**Salary:**

The salary is in the range Sup 15 to Sup 19 pro-rata for term time only. This will result in a salary range from £22,800 (Sup 15 term time only)

 to £26,058 (Sup 19 term time only)

**Closing date:**

Noon, Wednesday 13th December

**Interviews:**

Interviews will be held in the week beginning Monday 18th December

**Informal discussion:**

Applicants wishing to have an informal discussion about the role can talk to Sreepriya Bhowmik, SENDCO, on 020 7277 3000, or by email Sreepriya.Bhowmik@uaesouthbank.org.uk

**Applying:**

If you wish to apply for this post please request an application form from Komal Bassi, Komal.Bassi@uaesouthbank.org.uk

Complete the application form together with a letter of application (no more than 2 sides of A4, font size 12) telling us why you wish to apply for the post.

Completed application forms and letters should be returned to Komal by the closing date. This can be done by email, by hand, or by post to

Komal Bassi

University Academy of Engineering South Bank

Trafalgar Street

London

SE17 2TP