



**Job
Description**

Great Wyrley Academy



Assistant Senco

Grade 4 (point 12-16), permanent,
32.5 hours per week, term time only

JOB PURPOSE

To work under the professional direction of the Assistant Headteacher – Student Services as part of the professional team to support learning activities for pupils.

PRINCIPAL RESPONSIBILITY

Contribute to the management and support of pupils during learning activities. Establish and maintain relationships with individual pupils and groups. Review and develop own professional practice. Dealing with pupils' therapeutic, pastoral and personal care needs.

Key accountabilities:

- Take shared responsibility for care and welfare of SEND pupils
- Support groups of pupils with ASD + SEND needs
- Under the direction of the Assistant Headteacher – Student Services collate and prepare information relating to assessments, statements and referrals to other agencies
- To collate SEND statistical returns as requested
- Organise and manage an appropriate learning environment and assist teachers to plan teaching and learning objectives that ensure pupil progress and development
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment
- Act as a role model and establish a clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote pupils' self-control and independence to ensure good behaviour and respect for others is maintained
- Attend review meetings and prepare paperwork
- Cover transition work for students with SEND

Working effectively with individual pupils, under the direction of a class teacher

- Assist teachers with learning activities ensuring health and safety and good behaviour of pupils
- Support the pupils in accessing learning activities as directed by the teachers to enable pupils' progress towards their targets
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Support arrival and departure of external agencies as necessary

- Demonstrate skills in, planning, monitoring, assessment and class management
- Carry out small group interventions, for example; language programmes
- Support learning of pupils with specific needs.
- Liaise with teachers regarding the pupil support plans
- Be aware at all times of the SEN Register
- To support transition
- To cover break when required

Administration and Professional Development

- Update pupil records as appropriate and assist the Assistant Headteacher – Student Services with more complex paperwork as and when necessary
- Attend TA meetings as directed by the Assistant Headteacher – Student Services
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' well being
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans
- Conduct administration tasks within the department including the use of computers, video equipment and photocopiers
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development
- Keep provision maps for intervention and produce reports when necessary

Health & Safety

- To promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others
- To produce risk assessments for students with short-term medical needs

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Great Wyrley Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check.

To whom responsible	Assistant Headteacher (Student Services)
Line Managed by	Assistant Headteacher (Student Services)
Signature of Employee	
Print name	
Date	

This job description may be amended at any time by agreement.