



## JOB DESCRIPTION – Assistant SENCO

### RESPONSIBLE TO

- SENCO

### OVERALL RESPONSIBILITY

To assist in leading and managing the provision of special educational needs learning support; and to take on the role of Assistant SENCO to support high quality learning, teaching, and behaviour, effective use of resources, and high standards of achievement and progress for all students

### DUTIES

- To assist the SENCO in leading the provision for SEND within school.
- To be responsible for relevant SEND admin.
- To assist the SENCO in leading the provision for special educational needs within the Academy.
- Support the SENCO in the coordination, implementation and evaluation of interventions.
- To develop curriculum resources to ensure that students identified on the SEND Register have the required levels of support.
- To support the SENCO in managing the implementation of an inclusive curriculum including access to alternative/additional provision.
- To assist the SEND Manager manage a team of LSA's on a day-to-day basis.
- Within the context of the Academy's aims and policies, to work with the SENCO to develop and implement SEND policies, plans, targets and practices.
- To support and sustain effective SEND whole Academy teaching, evaluating the quality of teaching and standards of students' achievement, and setting targets for improvement.
- To provide all those with involvement in Special Needs the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.
- To teach withdrawal groups as allocated by the SENCO (where appropriate).
- To support the SENCO to ensure a robust process of identifying children for the SEND register.
- To support the provision of special educational needs learning support, including the allocation of support time and the writing, monitoring and evaluation of individual education plans.
- To liaise with relevant outside agencies to ensure that individual student special educational needs are met effectively and that the requirements of EHCP's of special educational need are met fully.
- To ensure that accurate and detailed records are kept of meetings and discussions with parents and external agencies / providers.
- To ensure that the SEND Register is kept accurate and up to date and that staff are kept informed of student special educational needs.
- To work with the SENCO and other staff to ensure that student passports are used to set subject-specific targets and match work well to students' needs.
- To deputise for the SENCO when required.

### **Subject Knowledge and Understanding**

- Have a thorough and up-to-date knowledge and understanding of the latest research and approaches for working with autistic students

### **Professional Standards and Development**

- Be a role model to students through personal presentation and professional conduct.
- Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
- Cover for absent colleagues as is reasonable, fair and equitable.
- Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, Citizenship, Literacy, Numeracy and ICT.
- Establish effective working relationships with professional colleagues and associate staff.
- Be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
- Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in safeguarding children.
- Be aware of the role of the Governing Body of the School and support it in performing its duties.
- Be familiar with and implement the relevant requirements of the current SEND Code of Practice, DDA and Equality Policy.
- Consider the needs of all pupils within lessons (and implement specialist advice) especially those who:
  - have SEND;
  - are gifted and talented;
  - are not yet fluent in English.
- Uphold and maintain the practice, ethos and policies of The Bromfords School and Sixth Form College at all times.

### **Health and Safety**

- Undergo Basic First Aid training and update courses if required.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

### **Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
- Contribute to the professional development of colleagues.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.