

# SENCo Assistant



<b>Job title:</b>	<b>SENCo Assistant</b>
<b>Line manager:</b>	SENCo/SLT link for SEN
<b>Salary scale point:</b>	CAN 19 – 23 (£23,244 FTE, £19,385 pro-rata)
<b>Hours per week:</b>	36 hours
<b>Weeks per year:</b>	Term time plus 2 prep days (190 days).
<b>Core hours:</b>	8am - 4pm

**Breaks during the day:** 30 minutes for lunch each day.

**Holidays:** Holidays to be taken during school holiday periods.

## **Job Description and Person Specification:**

This is a non-teaching post which will give the successful candidate an excellent opportunity to work closely with young people supporting them in their school life. You will be expected to work effectively with both teaching and support staff at all levels as well as with parents/carers, students, Assistant Psychologists and external agencies. You will thus need the following qualities: -

- Ability to handle sensitive issues relating to students, keeping confidentiality as required
- Ability to form good working relationships with students, parents/carers and colleagues
- Good oral and written communication skills
- Good organisational and time management skills and the ability to work under pressure
- Adaptability and flexibility in working practices and the ability to know when to use initiative
- A high degree of professionalism in your approach to work and tasks set
- An ability to be a good role model for students and colleagues.

*In addition, it would be advantageous if the successful candidate:*

- Be educated to degree level (a psychology or education background would be particularly relevant)
- Be computer literate and be willing to learn new computer systems
- Be willing to access in-house/external training to enhance professional development
- Have some experience of working with young people with learning/behavioural difficulties.

**Training in school systems and practices will be provided.**

## **Duties – General:**

- To work closely with the SENCo, supporting her role through liaison with students, parents/carers and external bodies.
- To provide additional support resources including visual cues and/or design individual revision or key fact cards as needed.
- To support students in lessons as requested by the SENCo or Leadership Line Manager.

### **Duties – Specific:**

1. To support the SENCo in ensuring that appropriate provision is made for individual students through:

- Working closely with the SENCo, scrutinising applicants for school places with EHCPs (Education, Health and Care Plans), identifying the extent to which the school can meet their needs, making recommendations for additional resources needed.
- Liaising with primary schools for Year 7 entrants or other schools for mid-term admissions, attending annual reviews for individual students where practical and where thus delegated by the SENCo.
- Interpretation of information obtained from the assessment procedures used by the school to inform students' learning needs; after advice from the SENCo, identifying and advising on provision for students with special educational needs taking into account round robin and other information
- Tracking and monitoring progress, using school data collection and analysis systems, intervening and advising of interventions as needed after advice from the SENCo.
- Taking part in Student Review Group meetings, or liaising with other staff in the school as needed to ensure students' progress is at least good.
- Liaison with external support services with regard to individual students with special educational needs, representing the school as appropriate, including transition arrangements for new students.
- Working with the AP/EP with regard to individual students as required, advising the school on strategies to be implemented or action to be taken, supporting and lead group and individual interventions in collaboration with the AP/EP
- Taking actions as necessary with respect to the EHCP process and students with EHCP e.g. collating evidence and presenting this to the SENCo as part of the EHCP application process
- Liaison with assessor for examination concessions for students with special needs after identification of students by the SENCo and ensuring that access arrangements are put in place
- Liaison with Year teams and the Inclusion Lead to ensure that students with SEMH needs have suitable programmes of support
- Meeting with parents regarding individual students' progress, focusing on those with EHCP, and contributing to annual reviews where practical
- To oversee catch up progress, discussing outcomes with the SENCo and Leadership line manager, and implementing further action as instructed by the SENCo.

- To lead training or contribute to training of LSAs and other members of teaching and support staff as directed by the SENCo.
2. To implement management of resources assigned to SEN after discussion with the SENCo as follows:
    - Liaise with Subject and Year Group leaders to ensure students get the necessary support in their lessons where required
    - Take responsibility for SEN areas and use of rooms as directed by the SENCo, including effective organisation of materials and resources held by SEN
  3. To take part in whole school quality assurance procedures e.g. observations, book scrutiny, markbook scrutiny, student feedback
  4. Attending school events, where needed, to provide information or answer queries relating to SEN
  5. Undertaking lunchtime duty or activity (outside your designated lunchtime)
  6. To work within the LSA team as required to support students in class or at social times, including running interventions after school and/or supporting homework club. To supervise other student groups as needed at the end of school.
  7. To undertake training to support Speech and Language training and other small group or individual work.
  8. Carrying out such additional duties as may be reasonably required from time to time by the Head Teacher or Senior Leadership team

*Oaks Park High School is committed to safeguarding and promoting the welfare of children. As such, the successful applicant will be required to undertake a criminal record check via the DBS. Oaks Park High School is an equal opportunities employer.*