



Assistant SENDCO: Job Description

Responsible to: SENDCO

Working Pattern: 0.6 Teaching

Salary Range: M2-M6 plus TLR 2/1

Location	The Beacon School	Travel Required	No
Core purpose			
Support the work of the SENDCO by completing statutory requirements for those students with an EHCP and to ensure that the provision for SEND students is of the highest quality.			
Key accountabilities			
Main duties			
SEND - EHCP			
All statutory support for the SENDCO including:			
<ul style="list-style-type: none"> ● Support the SENDCO to maintain the SEND Provision ● Ensure robust record keeping for actions undertaken for students with SEND and EHCPs ● Ensure scrutiny of all primary school files to ensure all SEND issues are flagged to staff and are acted upon ● Organise and attend relevant meetings with parents, careers and external agencies as required ● Respond to emails/telephone calls on behalf of the SENDCO ● Write and send letters to the parents of SEND students as required ● Keep accurate records of all students who have any alteration to their curriculum related to their SEND needs ● Support the process of information gathering for SEND and EHCP annual reviews ● Arranging EP referrals, SALT assessments and liaising with Surrey SALT for visits to students ● Support the SENDCO with examinations and access arrangements for SEND students and ensure all arrangements are conveyed to teaching staff to support the implementation of the appropriate conditions for in-class assessments ● Provide support for new SEND students and the admissions process ● Complete EHCP applications and provide evidence for the local authority ● Complete Annual Reviews for those children with an EHCP and ensure all statutory documentation has been provided ● Provide feedback to Surrey SEND and complete EHCP consultation paperwork ● Liaise with Year Leader and the Inclusion Officer, where necessary to construct an attendance intervention plan for SEND students whose attendance is a cause for concern ● Manage enquiries from parents regarding SEND support for their child, and support the SENDCO to resolve them as quickly as possible ● Liaise regularly with external agencies to ensure that they provide the appropriate levels of support for students with SEND 			
Organisation of staff			
<ul style="list-style-type: none"> ● Support the line management and deployment of the TA team ● Line manage members of the TA team as required ● Represent the SENDCO in her absence 			
Communication and record keeping			
<ul style="list-style-type: none"> ● Ensure accurate records are kept of the students who are being supported by the SEND team ● Provide the Leadership Team with regular data updates on the support being given to SEND students in each year group ● Attend pastoral meetings as required to ensure the effective communication of student issues between the SEND team, Inclusion team and Year Leaders 			
Whole school responsibilities			
<ul style="list-style-type: none"> ● Participate in the discussion of whole school policies and to participate in the implementation of school policies and practices. 			



The Beacon School

Endeavour - Kindness - Community - Ambition - Integrity

- Actively pursue professional development.
- Work collaboratively across departments with colleagues and students to ensure the school operates as effectively as possible to achieve its aims.
- Undertake reasonable additional tasks as required to support the needs of the school.

Work Context

- The post holder needs to be aware of safety issues and perform all duties whilst adhering to safety standards. The post holder will work under the direction of the post holder's Line Manager but will be required to use initiative and be capable of self-directed work.
- The post requires use of ICT in and outside the classroom and the post holder is responsible for undertaking his/her own DSE assessment.
- The post holder will be required to maintain a strict level of confidentiality.
- The post holder is not required to be responsible for any budget or expenditure but will be expected to make a contribution to cost effectiveness through the role undertaken and management of school resources.
- The post holder is required to be professional and business like at all times and maintain professional relationships with colleagues, students and parents.
- We expect all members of our community to demonstrate respect, honesty and kindness and to believe in the limitless potential of people.

Accountable to

- Headteacher and SENDCO
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



GLF Schools – Person Specification

Job Title	Assistant SENDCO	Essential	Desirable
Qualifications			
Qualified Teacher Status		✓	
Degree in relevant subject area		✓	
An excellent classroom practitioner		✓	
Evidence of SENDCO qualification		✓	
Evidence of relevant post-graduate training			✓
Experience			
Evidence of successful teaching experience at Key Stage 3 and 4		✓	
Experience of effectively using ICT in the classroom to support learning and teaching		✓	
Evidence of successfully using a range of effective learning and teaching styles		✓	
Excellent classroom management skills		✓	
Be an excellent practitioner		✓	
Evidence of active involvement in school-wide provision or initiatives			✓
Evidence of raising student achievement		✓	
Evidence of successful involvement in behaviour improvement initiatives		✓	
Experience of involvement in developing and supporting colleagues through coaching, mentoring, etc.			✓

Professional knowledge and understanding			
Knowledge of recent developments on subject		✓	
Ability to use target setting		✓	
Have overall understanding of National Curriculum and recent developments affecting secondary education			✓
Active involvement in curriculum development initiatives			✓
Students			
Ability to develop and sustain successful relationships with students		✓	
Ability to recognise individual learning needs and ensure adequate curriculum provision		✓	
Commitment to raising the achievement of all students of all ages and abilities		✓	
Evidence of effectively using assessment data to inform teaching and learning		✓	
Evidence of consistent and constructive marking procedures		✓	



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<i>Willingness to offer after-school club/activity</i>		✓
<i>Evidence of involvement in pastoral care</i>	✓	
<i>Interpersonal and communication skills</i>		
<i>Ability to develop and sustain successful relationships with colleagues at all levels</i>	✓	
<i>Ability to work effectively as part of a team</i>	✓	
<i>Excellent organisational skills, ability to work under pressure and meet deadlines</i>	✓	
<i>Ability to plan, monitor, evaluate and review</i>	✓	
<i>Enthusiasm, energy, resourcefulness, creativity</i>	✓	