



JOB DESCRIPTION

Job Title:	Assistant SENCo
Department:	Learning Services
Contract:	Permanent, Full time
Salary Range:	£30,805 - £34,132 per annum
Salary Grade:	SS4
Job Purpose:	To work alongside the SENCo to ensure that FE and 6 th Form students, and apprentices with additional needs (including those with Education Health and Care Plans) at UCB are appropriately supported, in order to achieve their potential and have a positive student experience.
Main Duties & Responsibilities:	<ol style="list-style-type: none">1. Working alongside the SENCo, to provide high-quality support provision for all FE and 6th Form students and relevant apprentices with SEN/a disability at UCB (including those with an EHCP).2. To assist with the coordination of support for UCB students and apprentices with EHCPs (from 'transition in' to 'transition out' stage). This will involve completing and tracking consultations and resultant queries, checking previous provision requirements from LAs, chasing appropriate funding, and conducting informal reviews and exit reviews.3. To support the Academic Support Worker provision alongside the SENCo, chairing team meetings and helping with recruitment (including Protocol). To line manage agency staff where applicable.4. To liaise with external agencies to ensure effective support for individual students.5. To work with Admissions to organise support interviews for EHCP students and students with complex needs, including liaising with parents.6. To quality assure student declaration points and ensure consistent use of systems and comments on ProMonitor and other dashboards.

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	<ol style="list-style-type: none">7. To work alongside the SENCo and Access Arrangement Coordinator to ensure relevant students and apprentices can obtain access arrangements.8. To complete PEEPs and risk assessments for relevant students.9. To conduct learning walks and provide feedback to the SENCo and provide guidance to staff about areas of development.10. To support the SENCo to work with other stakeholders at UCB (for example, HIRED, Apprenticeships) regarding support provision for FE students and relevant apprentices with SEN/ a disability.11. To work on reporting and data collation to ensure Ofsted readiness.12. To support the SENCo with Transition Days for FE and 6th Form students with autism/anxiety.13. To deputise for the SENCo when required.14. To stay updated on national developments in SEND and best practices for inclusive teaching, providing wider training for staff if required.15. To ensure practice is in line with the requirements of the General Data Protection Regulations.16. To commit to upholding the principles of Safeguarding and the PREVENT agenda.17. Any other duties as required commensurate with the nature and grade of the post.
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PERSON SPECIFICATION

Post:	Assistant SENCo	Weighted criteria
Experience:		
1	Experience of supporting students with SEN/disabilities in an FE/ school/sixth form/Independent Training Provider (ITP) setting with positive outcomes.	X
2	Experience of supporting with EHCP processes from transition in to transition out, with evidence of positive outcomes	X
3	Experience of working to the OFSTED EIF	
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Skills & Abilities:		
6	Effective oral and written communication skills in both individual and group situations; ability to relate to students with diverse backgrounds, ages and experience; ability to work effectively with external agencies and local authorities.	
7	High standard of IT skills with a proven ability to keep extensive records and produce detailed reports	X
8	Ability to organise and prioritise own workload	
9	Ability to use data to plan effective interventions and student progress	
10	Ability to demonstrate knowledge and application of the SEND Code of Practice	
Education & Qualifications:		
11	A degree/equivalent qualification or experience	
12	SEND-specific qualification or willingness to obtain	
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Training & Professional Development:		
16	A willingness to engage with relevant professional development.	
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Other Attributes:		
21	Flexible approach to work, including working hours.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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