



JOHN HENRY NEWMAN CATHOLIC COLLEGE

Heart Speaks To Heart

Job Description

SEND Assistant

**Band C - Point 9 £21,269 (pro rata) term time only
(actual salary approx £18,070pa)**



Leading Parent
Partnership Award

2017-2020



Solihull



**Artsmark
Platinum Award**
Awarded by Arts
Council England

Job Description - Graduate SEND Assistant

John Henry Newman Catholic College

Reports to : Strategic Director of SEND and Teacher Development

Start Date: As soon as possible

- Deliver high quality group and EHCP 1:1 intervention including the DIE (Siegfried Engelmann's Direct Instruction English) and DIN (Direct Instruction Numeracy) programmes for recovery reading and maths programmes under the direction of the SENDCo.
- Support and challenge specific children and groups of pupils with SpLD and MLD in lessons under the direction of the SENDCo.
- Support pupils with ASC to make excellent progress.
- Undertake implementation of standardised tests such as NGRT under the direction of the SENDCo.
- Mark and assess pupils' work where necessary under the direction of the SENDCo.
- Communicate with parents / carers of pupils with whom you work to ensure effective home-school links .
- Communicate effectively and regularly with the SENDCo and the Inclusion Team.
- Contribute to the schools liaison and work with outside agencies in particular as part of the Annual Review of Statements of Special Educational Need.
- Collect and collate lesson evidence of progress, attainment and behaviour pending SEND diagnoses.
- Support the Inclusion Team in ensuring a smooth transition for pupils moving to the College from our feeder Primary Schools
- Assist the RSL, Strategic Director of SEND and Strategic Director of Safeguarding and Student wellbeing in academic monitoring procedures which identify progress in learning, to ensure students who are subject to a Support Plan, reach their full potential.
- Attend relevant open and consultation evenings as and when required.
- Make an active contribution to the school's ongoing development of its Inclusion Team.
- Represent the school in a manner consistent with its ethos and values.
- Carry out general duties as and when required in response to the needs and requirements of the SEND department and the school.
- Undertake appropriate training, as and when required, for personal and professional development.

Job Description - Graduate SEND Assistant John Henry Newman Catholic College

Reports to : Strategic Director of SEND and Teacher Development

Start Date: September 2021

College Culture

- To help develop an ethos that is utterly committed to authentic Catholic education. A community where children are not only loved but know they are loved and where our community is guided by the Holy Spirit.
- To actively promote the College at all times.
- To contribute to discussions at meetings.
- To be committed to the safeguarding and welfare of all pupils

Other

- To undertake other responsibilities as directed by the Principal
- To undertake the main professional duties of a staff member as set out in the John Henry Newman Catholic College Pay and Conditions of Service document.
- To meet the expectations of all John Henry Newman Catholic College staff as laid out in the Staff Conduct policy.
- To uphold all College policies with consistency and diligence.



Heart
Speaks
to
Heart

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For every child to know they are loved and to develop a relationship with Jesus through “Heart Speaks to Heart”.