

Job Description

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| Job Title: | Assistant SENCo |
| Reporting to: | SENCo |
| Location: | Aurora Cedars School |

Main Purpose

To assist in managing the provision for pupils EHCP including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.

Key Accountabilities

- Support the SENCo to promote an inclusive approach to SEN across the whole school
- Contribute to the Annual Review Process with the assistance of an administration assistant
- Build key relationships with Local Authority EHCP Coordinators and all professionals in the field
- Contribute to providing high quality, challenging and differentiated educational activities and experiences, appropriate to the class group, by supporting the delivery of a broad and balanced curriculum aiming at pupils achieving their full potential in all areas of learning
- Support the SENCo in delivering CPD to all teaching staff
- Communicate effectively both verbally and in writing with colleagues and stakeholders to ensure that all relevant information regarding students is effectively communicated to support their development and wellbeing at all times
- To manage and maintain Pathway plans, provision maps and any other documentation or tracking systems relevant to the role.

Key Duties

Professional duties and responsibilities

- To support the provision of SEN, including the allocation of support time and the writing of Pupil Profiles.
- To liaise with relevant outside agencies to ensure that individual pupil SEN are met effectively and that the requirements of statements of SEN are met fully.
- Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- Ensuring that staff are kept informed of pupil's SEN and advise on areas to develop and support.
- Working with the SENCO and other staff to ensure that Pupil Profiles are used to set subject specific targets and match work well to pupils' needs.
- Using data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- To work with the SENCO to promote an inclusive curriculum.
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENCO.
- To monitor the progress of students with SEN and advise the SENCO.
- To support meetings of SEN staff, communicate information to staff and co-ordinate resulting action.
- To offer and advice and support to teaching staff in providing a quality first teach approach, under the direction of the SENCO.
- To support the process of access arrangements in liaison with the Examinations Manage
- Working with teaching staff to provide cover in a HLTA capacity where necessary

Leadership

- Support SENCo in delivering training opportunities for learning support assistants and teachers to learn about SEN, including whole-school inset
- Disseminate good practice in SEN/ASC across the school
- Liaise with the outside professionals and manage/disseminate to staff their reporting
- To keep abreast of developments in SEN (e.g. research, changes to the law) and inform SLT and Head where appropriate
- To attend appropriate training, CPD and conferences and provide feedback to colleagues
- Support teaching staff in modeling good practice in teaching pupils with SEN including those with more complex needs

Other Responsibilities

- To willingly undertake any reasonable task requested by the Head Teacher and take part in the duties and extra-curricular activities of this busy school

Knowledge, Skills and Experience

Qualifications:

- English and Maths to Level 2 or above
- Teaching qualification preferable but not essential, however teaching qualification is needed to achieve the National Award in SEND Coordination.

Knowledge and Experience:

- Relevant and recent knowledge and experience of pupils with SEN
- Sound working knowledge of the SEND Code of Practice
- Understanding of the Safeguarding principles and Child Protection procedures
- Understanding or had experience of EHCP and the review process at school or Local Authority level.

Skills:

- A person-centred approach to SEND delivery, and commitment to meet individual needs of each pupil
- Nurture positivity and creativity in meeting pupils' needs
- Work on your own as well as part of a team
- Work collaboratively with other staff and professionals with good interpersonal skills
- Good numeracy and excellent literacy skills
- Confidence and fluency in using appropriate terminology and language specific to the field of SEND
- Competent ICT skills

Requirements of Role

- Eligibility to work within the UK
- Satisfactory Enhanced DBS with barred list checks

Additional Information

As part of the Aurora Group everyone is:

- expected at all times to behave and act in a way which promotes and contributes to the overall aims, values and ethos of the Company
- required to participate in regular training and other learning activities, and in supervision, appraisal and development as required by the Company's policies and procedures
- required to participate in any relevant current and new legislative and regulatory activities as may occur from time to time
- required, through personal example and clear action, to demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.
- Required to promote The Aurora Group's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively.
- The Aurora Group takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of children and young adults. Therefore, everyone employed by the Aurora Group is expected to share this and act accordingly by applying organisations policies and procedures and attending regular safeguarding training.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed and amended periodically to ensure it remains appropriate for the role.