**Job Description**

**Job Title: Assistant SENDCo** (Term Time Only 38 wks + 5 inset days) 37 hours

**Reports to: Assistant Headteacher/SENDCo**

**Salary: £26,317 - £28,785 (actual £22,244 - £24,330)**

**The Role**

To assist in leading and managing the provision for pupils identified as having Special Educational Needs (SEND), including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.

**Responsibilities**

Assisting the Assistant Headteacher/SENDCo in leading the work of the SEND team, particularly with the Learning Support team, working closely with the HLTA and SEND Lead Practitioner for medical, physical and mental health.

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**Key functions**

* To assist the SENDCo in leading the provision for SEND within school and working closely with the HLTA and SEND Lead Practitioner for medical, physical and mental health to ensure that all needs, both learning and medical, are met.
* To ensure that the website for SEND is current and monitor any changes in legislation with the SENDCo.
* To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely.

* To support the Learning Support Department and classroom based staff to develop curriculum resources, ensuring that pupils identified as having SEND have the required levels of support.

* To support the SENDCo in managing the implementation of an inclusive curriculum, including liaising with SEND alternative provision at KS4.

* Within the context of the Trust’s aims and policies, to work with the SENDCo to develop and implement intervention groups and support.
* To manage and maintain provision maps.
* To line manage the work of the Learning Support team.
* To be part of the Trust SEND network and look to build partnerships with other schools locally, regionally and nationally in order to build on and share good practice.

**Specific Responsibilities**

* To deputise for the Assistant Headteacher / SENDCo in matters relating to SEND.

* To lead and manage the Learning Support Team, including leading strategic meetings with the HLTA and SEND Lead Practitioner for medical, physical and mental health .
* To support the provision of SEND across the academy, working closely with the HLTA and SEND Lead Practitioner for medical, physical and mental health, including the allocation of support time and the writing of Pupil Learner Profiles.
* To support pupils with learning needs, working closely with the HLTA to ensure that pupils learning needs are met.
* To support pupils with medical needs, working closely with the SEND Lead Practitioner for medical, physical and mental health to ensure that pupils’ medical needs are met.
* To work with the SENDCo, HLTA, Lead Practitioner for medical, physical and mental health, and other staff to ensure that Pupil Learner Profiles are updated regularly to set subject-specific targets and inform planning to pupils’ needs.
* To use data effectively to identify SEND pupils who are underachieving and, where necessary, create and implement effective plans of action to support those pupils.
* To liaise with pastoral teams regarding pupils with SEND so that each child can reach their full potential.
* To ensure that staff are kept informed of a pupil’s SEND, advising on areas to develop and support.
* To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils with SEND as part of the teaching and learning team.
* To liaise with and inform parents/carers about the specifics of the SEND provision for their child under the direction of the SENDCo.
* To liaise with relevant outside agencies to ensure that individual pupil’s SEND needs are met effectively and that the requirements of EHCPs are met fully.
* To ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
* To support the process of access arrangements in liaison with the Examinations Manager.

General

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the academy.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of academy records and information.

The post holder must carry out their duties with full regard to the Dayspring Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other trust and academy policies.

The post holder must comply with the academy’s health and safety rules and regulations and with health and safety legislation.