

Job Description

Post: Assistant SENDco

Purpose

To challenge educational and social disadvantage by assisting in the leadership of a healthy SEND department within the academy in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Assist the SENDCo in influencing the academy teaching and learning policy to promote aspects of inclusive teaching.
- Develop the skills and knowledge needed to be a lead SENDco.
- Participate in developing the range of teaching strategies and equipment that could be utilised for students with Individual Needs (IN) and support teaching and associate staff to use them effectively.
- Support the identification and disseminate the most effective teaching approaches for students with IN.
- Work with students, teachers and pastoral leaders to ensure challenging but realistic expectations of behaviour and achievement are set for IN students; work with all teachers to ensure accessibility of lessons for all.
- Support development and initiatives to improve standards of literacy and numeracy in the curriculum.
- Assist in ensuring the academy meets its statutory duty of EHCPs and their annual review; including leading annual review meetings where appropriate.
- Assist in reviewing IEPs and support plans with parents, students and teachers, agreeing new targets.
- Assist in ensuring appropriate examination provision is in place for IN students.
- Exercise a key role in assisting with the strategic development of the SEN policy and provision.
- Contribute to the Academy Improvement Plan; assist in leading all staff in understanding the needs of IN students and ensure the objectives to develop IN are reflected in the Academy Improvement Plan.
- Monitor progress of objectives for students with IN from a range of data sources to evaluate appropriate intervention strategies.
- Ensure up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Assist in leading a team and in planning for continual improvement, support the completion of an annual departmental SEF to evaluate the strengths and areas of development; work as part of a team with SENDCos across the trust.
- Participate in and, where appropriate, lead coaching; share good practice with colleagues.
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of academy.
- Oversee the health and safety of students and staff.
- Liaise with the link SLT in all matters concerned with the timetable, curriculum, staffing, assessment and student achievement.
- Direct efforts towards improvement as well as day-to-day maintenance; take appropriate action when performance is unsatisfactory.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies; contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.