

Assistant Special Educational Needs Coordinator (SENCO) Job Description

TITLE: Assistant Special Educational Needs Coordinator (SENCO)

SCHOOL: Lealands High School

RESPONSIBLE TO: Assistant Head teacher - SENCO

GRADE: M1

PURPOSE OF POST: In collaboration with the SENCO and Senior Leadership of the school, deliver a SEN provision that ensures all identified students are able to access a diverse curriculum. Raise the attainment and achievement of SEN students through delivering tailored support structures. Provide support and guidance for a team of Learning Support Assistants to support students' progress and development.

ORGANISATION CHART:

- Head teacher
- Assistant Head teacher/SENCO
- Assistant SENCO
- Learning Support Assistants

Key Roles and Responsibilities:

1	In partnership with the SENCO, plan and deliver small group intervention sessions for identified cohorts supporting students to develop literacy and numeracy, social and emotional skills and personal skills.	30%
2	Ensure that all SEN students identified on the Student Support register are able to access the curriculum of the school. Support achievement and attainment through identifying bespoke strategies that will support students learning and social development. Support the SENCO by producing data reports on SEN performance and progress, identifying any areas of concern for individual or groups of students. Support the SENCO by organising intervention strategies to ensure that gaps in progress are closed and student progress measures are met.	10%
4	Support the SENCO to deliver an SEN provision that follows the SEN code of practice and ensure that all students with an Educational Healthcare Plans receive the required support. Prepare reports and lead annual reviews of EHCPs liaising with outside agencies, professional consultants and parents/carers. Support the SENCO to assess the individual learning and social needs of SEN students. Where complex needs are identified, gather advice from professionals	15%

	and evidence in order to apply for Educational Healthcare Plans where appropriate.	
5	Line manage and co-ordinate a team of Learning Support Assistants (approximately 15) to support the teaching and learning of SEND students throughout the school. Ensure that the Learning Support Assistants maintain awareness and comply with policies and procedures relating to child protection, health and safety, behavior and the SEN code of practice.	10%
6	Ensure that all students identified with identified SEND have profile pages which reflect the individual needs of the students and support learning. Support the SENCO to regularly review the passports that have been put in place by Learning Support Assistants to ensure accuracy, relevance and suitability.	5%
7	Be responsible for the administrative functions of the Student Support department including coordinating Learning Support Assistants to complete all administration required as part of their role. Put into place an effective timetable for the Learning Support Assistants that supports teaching and learning and the individual needs of SEN students, reviewing and adapting as necessary.	10%
8	Support the SENCO to coordinate the transition of SEND students from primary schools to Lealands High school and where necessary, liaise with students, parents, primary schools, outside agencies and consultants to ensure that effective support structures are in place to assist in the smooth transition.	5%
9	Represent the school at multi agency meetings, taking the lead where required. Attend parents evenings, open evenings and other school events representing and advocating the SEN provision of the school and providing feedback on student progress to parents/carers. Develop and maintain excellent relationships with all stakeholders. Deputise in the absence of the SENCO.	10%

DIMENSIONS:

Supervisory Management: Support the SENCO to co-ordinate a team of Learning Support Assistants training, developing and coaching others.

Physical Resources: Classroom materials, equipment and resources

Other: Safeguarding children

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold

information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the CRB Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on www.disclosure.gov.uk

This post is classified 'regulated activity' in accordance with the Safeguarding Vulnerable Groups Act 2006. You must register with the Independent Safeguarding Authority, and have your registered status confirmed by Luton Borough Council, in order to undertake this post.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Physical Effort: The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided. The role will also involve, as necessary, dealing with violence and restraining children.

Working Environment: There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell. There may be a requirement to supervise the administration of medicines.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

CVs will not be accepted for any posts based in schools.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected
Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Substantial experience of working with SEN in a school, care and/or educational setting. Demonstrable experience in working with parents to support their child's development.	1,2	Some experience of delivering a curriculum for children with SEN.	1,2
	Demonstrable experience of safeguarding children procedures and processes. Experience of working in a school environment is essential for this post.	1,2	Some experience of EHC/Statement review process and procedures in line with the new codes of practice	1,2
Skills/Abilities	Able to keep accurate records and to relate observations to records and planning.	1,2	Basic IT skills, eg word processing, database, spreadsheets.	1,2
	Able to build and maintain constructive relationships with pupils and parents/carers.	1,2		
	Able to co-ordinate and lead a large team. Able to communicate at a range of levels, eg with children, parents, other professionals	1,2		

Competencies	Able to demonstrate appropriate motivation to work with young people.	1,2		
	Able to form appropriate relationships with young people Emotional resilience in working with challenging behaviours.	1,2		
	Appropriate attitudes to use of authority and maintaining discipline.	1,2		
Equality Issues	Able to recognise and act upon discrimination	1,2		
Specialist	Demonstrable knowledge of SEND, how they impact students in school and strategies to support students with SEND.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Lealands High School's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).