



Grove Academy

JOB DESCRIPTION

POST TITLE: Assistant SENDCo **SALARY:** MPS + SEN allowance (£4703)

CONTRACT TYPE: Full-time/permanent - (subject to satisfactory completion of probationary period) **RESPONSIBLE TO:** SENDCo

MAIN PURPOSE:

To work in partnership with the class teachers to support learning in line with the national curriculum, The SEN Code of Practice (2015), the Equality Act (2010 and Professional Standards for Teaching Assistants (2016) in addition to school policies and procedures.

To support in directing the work of support staff to meet the SEND needs of students across the school.

DUTIES

- To promote good progress and outcomes by pupils by supporting teachers to appropriately adapt their curriculum offer for SEND learners.
- Provide specialist teaching expertise and advice to improve the quality of teaching and learning for children and young people with SEND, supporting the delivery of, and access to, the National Curriculum and other appropriate approaches to learning.
- Work with the SENCo to coordinate and develop a bespoke package of support for learners with SEND.
- Help to overcome the barriers to learning for children and young people with SEND by modelling good practice and developing training, particularly at points of transition.
- Support in the maintenance of a purposeful and calm atmosphere in the Resource Base by upholding and applying agreed policies and practice for learning and behaviour in a consistent, firm and non-confrontational manner.
- Identify and teach study skills that will develop students' ability to work independently.
- Plan, deliver & co-ordinate effective sessions for small groups of students ensuring high-quality support to young people which may include one to one, group work or whole class work.
- Contribute to policies on curriculum, teaching and learning, assessment, recording and reporting.

- To be a key point of contact for and to attend meetings to support learners and families.
- To be the key point of contact for alternative provision for learners with SEND.
- As necessary, prepare applications for EHCP (or equivalent); coordinate and attend Annual Reviews.
- Make applications for additional support regarding external assessment for e.g. Occupational Therapy, Educational Psychology Service.
- Support the implementation of provision mapping across secondary phase to ensure that the correct procedures regarding SEN student reviews, one-plans, access arrangements, records, etc. are adhered to.
- Assist in maintaining the SEN and EAL registers.
- Work with key staff on transition at KS2 to KS3 to ensure that there is a smooth transition between primary and secondary schools as well as further education for students with special educational needs.
- Work with key staff on transition at KS4 to Post 16 to ensure that there is a smooth transition between secondary school and post 16 provision and thereby ensure all students with SEND have appropriate post 16 provision
- Deputise for the SENCO, as appropriate, with regard to meetings and liaising with outside agencies.

RESPONSIBILITIES

General:

- Understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- Respect confidentiality at all times
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

SAFEGUARDING CHILDREN

- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.