



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Assistant SENCO – Higher Level Teaching Assistant (HLTA)
Reporting to	SEND Coordinator
Salary	Grade H (23 – 25) £33,366.00 - £35,235.00 per annum (£29,516.07 - £31,169.42 per annum pro rata) Plus SEND Allowance - £2,500.00
Main purpose of job	The Assistant Special Educational Needs Coordinator (SENCO) will work collaboratively with the SENCO and school staff to support the effective implementation of SEND provision across school. This role involves ensuring that all pupils with additional needs receive the appropriate support to reach their full potential in an aspirational learning environment. The Assistant SENCO will play a key role in coordinating support, developing inclusive practices, and fostering positive relationships with pupils, staff, families and external agencies.
Main duties:	

- Assist the SENCO in managing and implementing the school's SEND policy in line with statutory guidelines and legislation.
- Assist the SENCO in leading and managing relevant personnel in order to maximise the progress of pupils with SEND (e.g. organising and adapting Teaching Assistant timetables).
- Take responsibility for key cohorts of pupils and their provision.
- Contribute to the preparation of Education, Health, and Care Plans (EHCPs) and annual review processes.
- Act as a key point of contact with families of pupils with SEND, ensuring effective communication and partnership.
- Contribute to regular SEND reviews, family consultations/feedback, inclusion panels and multi-agency meetings.
- Identify, assess, and monitor pupils with SEND, ensuring timely and effective intervention.
- Develop and implement Pupil Passports, Behaviour Support Plans, Snap B assessments and other SEND assessments and interventions.
- Oversee the accurate maintenance of the SEND register.
- Lead on updating individual Pupil Passports.
- Produce analytical reports regarding the progress of cohorts of pupils with SEND and present findings to the appropriate audience.
- Demonstrate cognisance of, and implement, relevant research informed strategies.
- Act as a professional champion for inclusion, establishing productive working relationships with pupils, families and staff.
- Liaise with external agencies (e.g. educational psychologists, speech and language therapists) to coordinate additional support services.
- Support the delivery of Continuous Professional Development (CPD) for staff regarding SEND-related topics.
- Collaborate with teaching and support staff to ensure high-quality teaching for pupils with SEND.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Research and advise on the appropriate deployment and use of specialist aid/resources/equipment.
- Contribute and deliver appropriate out of school learning activities which consolidate and extend work carried out in class within the guidelines established by the school.
- If required, take on the role as a Form Tutor or Teacher of selected group.
- Contribute positively to parent/carer evenings, SEND Progress Events and SEND coffee mornings etc.
- Organise and manage appropriate learning environment and resources.
- Work within an established behaviour policy for pupils to anticipate and manage behaviour constructively, promoting self-control and independence.
- Undertake Performance Management process/recruitment/induction//training/mentoring for other Teaching Assistants/support staff.
- Undertake any other reasonable duties at the request of the SENCO.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style.
- Be aware of and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the school/academy Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the school/academy and beyond.
- Represent the school/academy at events as appropriate.
- Support and promote the school/academy ethos.
- Undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- Undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher.

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder