



**REDDISH VALE HIGH SCHOOL  
JOB DESCRIPTION**



PERSONAL GROWTH | ACADEMIC EXCELLENCE

<b>Post Title:</b>	Assistant SENDCo
<b>Responsible to:</b>	SENDCo/Headteacher
<b>Main purpose of the job</b>	To assist in managing the provision for pupils identified as having Special Educational Needs (SEN); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils

**Areas of responsibility and key tasks of the Assistant SENDCo:**

**Responsibilities**

- Assisting in leading the work of the SEN team.

**Key functions**

- To assist the SENDCo in leading the provision for SEN within school.
- To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely.
- To develop curriculum resources to ensure that pupils identified as having SEN have the required levels of support.
- To support the SENDCo in managing the implementation of an inclusive curriculum.
- Within the context of the school's aims and policies, to work with the SENDCo to develop and implement intervention groups and support.
- To provide all those with involvement in Special Needs and Learning Support the support, challenge, information and development necessary to sustain motivation and secure improvement in learning.
- To support learning of pupils as allocated by the SENDCo and in coordination with Senior Leaders.
- To manage and maintain provision records/maps.

**Specific Responsibilities**

- To support the provision of SEN, including the allocation of support time and the writing of Pupil Profiles.
- To liaise with relevant outside agencies to ensure that individual pupil SEN are met effectively and that the requirements of statements of SEN are met fully.
- Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- Ensuring that staff are kept informed of pupil's SEND and advise on areas to develop and support.
- Working with the SENDCo and other staff to ensure that Pupil Profiles are used to set subject specific targets and match work well to pupils' needs.
- Using data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- To work with the SENDCo to promote an inclusive curriculum.
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child.
- To monitor the progress of pupils with SEN and advise the SENDCo
- To support meetings of SEN staff, communicate information to staff and co-ordinate resulting action.
- To offer and advice and support to teaching staff in providing a quality first teach approach, under the direction of the SENDCo
- To support the process of access arrangements in liaison with the Examinations Manager.
- To deputise for the SENDCo in matters relating to SEN.
- To complete appropriate training relevant to the post as required

### Teaching and Learning

- Teach classes as directed, which follows Department Syllabuses and Schemes of Work, ensuring all lessons are suitably planned to meet the needs of different groups of learners and appropriately resourced
- Ensure teaching is creative, engages and inspires pupils and makes effective use of technology
- Ensure marking and feedback complies with school policy and that there is a strong focus on assessment for learning
- Ensure that all homework is appropriate and recorded
- Promote a positive climate for learning and behaviour, implementing learning strategies that enable all pupils to be successful
- To undertake an appropriate programme of teaching in accordance with the school's schemes of work and National Curriculum
- Liaise with colleagues to deliver units in a collaborative way
- Work with Teaching Assistants and the SENDCo to identify learning programmes matches to all pupils' needs.
- Set targets for student attainment levels
- Demonstrate good practice in the teaching areas of responsibility

### Pupil support

- To monitor and support the overall progress and development of pupils.
- To monitor progress and performance in relation to targets set; ensuring that appropriate action is taken where necessary.
- To contribute to PSHCE, citizenship and enterprise according to school policy.
- To ensure the Behaviour Management system is implemented in school so that effective learning can take place

### Ethos and Values

- Model the principles of Respect, Aspiration, Determination and Independence (RADI)
- Promote the school ethos, values and celebrate the work and achievements of the pupils
- Demonstrate high expectations of pupils and to challenge underachievement
- Have a commitment to professional learning and continuous improvement by taking part in the schools CPD programme, and show responsibility for own self development
- Implement the department and school policies and vision in the classroom

### Pastoral

- Support general responsibility for the academic, social, personal and cultural developments of all pupils
- Guide individual pupils in regards to their personal development including their faith, specific phases of educational development and transition, identifying any non-academic matters of concern by providing guidance or liaising with pastoral colleagues as appropriate

### Safeguarding

- To be committed to safeguarding and promoting the welfare of pupils, including recording/reporting any concerns promptly and accurately

### Health and Safety

- Comply with the schools health and safety policy and legislation

**Signed by Post Holder:**

**Date:**

**Signed by Headteacher:**

**Date:**

### Notes

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher
- This Job Description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**PERSON SPECIFICATION**

**Assistant SENDCo**

	<b>Desirable/ Essential</b>
<b>Knowledge</b>	
Educated to degree level or equivalent	E
Higher qualification such as MA	D
Qualified teacher status	E
Awareness of the barriers to learning experienced by children and young people	E
Sound knowledge of Safeguarding procedures	E
Recent evidence of professional development and further management training	E
Knowledge of the SEND Code of Practice	E
<b>Experience</b>	
Experience of supporting student achievement, social, emotional development and wellbeing	E
Experience of leading strategic change	D
Experience of working as part of a team	E
Experience of leading others	D
Experience and interest in leading innovative curriculum development	D
Experience in effective use of planning, assessment and analysis in raising standards	E
Experience of teaching across KS3/4	E
Experience of supporting students with a range of SEND	E
Record of excellent classroom practice with a broad range of students	E
Knowledge and understanding of the principles with regard to the safeguarding of children and Child Protection	E
Experience of having challenged underperformance	D
Experience of developing community cohesion and working with the community	D
Experience of dealing with a range of pastoral issues	E
Experience of data analysis and target setting	D
<b>Skills</b>	
Competency in literacy, numeracy and ICT	E
Excellent interpersonal skills	E

Vision and initiative in making change to enhance and raise standards	E
Outstanding classroom practitioner who is passionate about teaching	E
Confident and able communicator	E
Excellent communication skills both oral and written	E
Relate well to young people and their families/carers from different ethnic and social backgrounds and ability to build positive relationships	E
Ability to solve problems	E
Demonstrate that they are well organised and can manage and prioritise their own workload	E
Ability to work effectively with colleagues	E
Ability to work independently and as a member of a team	E
Ability to identify potential barriers to learning and to devise strategies to enable students to overcome these barriers	E
Ability to work effectively with staff, students, governors, parents and the community	E
Provide appropriate challenge to staff to improve practice	E
Ability to reach and justify difficult decisions	E
Ability to support, motivate and inspire others	D
Have high expectations of student performance and behaviour	E
Ability to manage workloads and priorities	E
<b>Personal qualities</b>	
Commitment to the school's aims, ethos and vision	E
Positive and solution focused	E
Commitment to uphold the school's Equality Policy	E
Commitment to safeguarding children	E
Commitment to the post and your own continued professional development	E