

JOB DESCRIPTION

Post title:	SENCO Assistant
Academy:	Academy 360
Reporting to:	Director of SEN
Salary/Pay range:	£25,000 to £27,000 FTE / £21,923 to £23,677 actual
Hours of work:	Full time, term time only

Purpose of Job

To assist in managing the provision for pupils identified as having Special Educational Needs (SEN) for the All Through setting. To assist in ensuring early identification of special educational needs, barriers to learning and in the implementation of the assess, plan and do review cycle used to monitor progress of pupils with such needs.

The role will include effective use of resources, manage, maintain and review SEND documentation, complete referrals to the necessary outside agencies and support in maintaining the high standards of learning and achievement for all pupils.

Main Duties and Responsibilities

- To support the provision of SEN, including the allocation of support time and the writing of SEND Passports, individual learning plans and provision maps to ensure the SEND Register is up to date.
- To liaise with relevant outside agencies to ensure that individual pupils SEN are met effectively and that the requirements of EHCP 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 SENCO and other staff to ensure that SEND Passports 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 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 SENCO in managing the implementation of an inclusive curriculum.
- Within the context of the academy's aims and policies, to work with the SENCO 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 manage, maintain and contribute to the review of student SEND Passports, individual learning plans and provision maps.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2019 where required