

## *JOB DESCRIPTION*

### **Job details**

**Job title:** Assistant SENDCo

**Salary:** Based on experience

**Contract type:** Full Time/Permanent

**Reporting to:** SENDCo

### **Principal Responsibilities**

To contribute to the management, mentoring and support of students with SEND. To establish and maintain relationships with students, parents and staff. To review and develop own professional practice.

### **Duties and responsibilities:**

- Under the direction of the SENDCo to collate and prepare information relating to assessments student support plans and referrals
- To provide academic mentoring for students with SEND through 1:1 and small group work outside of the classroom
- To liaise with Academic Departments to produce resources and materials to support SEND students and ensure they achieve their target grades
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different students
- To support SEND statistical returns, update student records, maintain the SEND register and ensure that staff are informed of student special educational needs
- To produce and prepare information relating to assessments and referrals to other agencies for key cases
- To attend 'review' meetings and prepare paperwork
- To attend, chair or deliver meetings as directed by the SENDCO
- To keep records of interventions and produce reports when required.
- To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely
- Within the context of the school's aims and policies, to work with the SENDCO to develop and implement Support for Learning policies, plans, targets and practices
- *As directed by the SENDCo carry out appraisals of LSAs, providing professional development opportunities, and holding staff to account to their performance.*
- *Commit to their own professional development, proactively identifying development opportunities*
- *Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct*
- *Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others*

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant SENDCo will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the SENDCO, Headteacher or Head of School.*

## Person Specification for Assistant SENCO

- Awareness and understanding of current issues in SEND
- Good interpersonal and communications skills
- Proactive, positive and enthusiastic approach to all tasks
- An affective, flexible and enthusiastic leader always prepared to put students first.
- An understanding of the skills needed to lead in a climate of constant change
- Ability to listen and effectively communicate with a variety of audiences; diplomatic, with the ability to develop and maintain effective relationships with all.
- The ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure.
- The ability to manage own and others' workloads appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others; also to prioritise, evaluate and manage financial and human resources.
- Open and constructive, accepting of feedback and always willing to learn.
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach
- Educated to degree level or equivalent
- Commitment to their own continued professional development