

## **Job Description for the Post of Assistant SENCo**

### **Introduction**

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do, and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

### **Responsible To**

To be responsible to the Head through the SENCo.

### **Main Purpose of the Job**

To take a lead role within the school in ensuring that the specific needs of students with SEND are being met and outcomes maximised through appropriate and effective interventions. To oversee the tracking and monitoring of SEND students' data, in order to ensure progress.

### **Main Tasks**

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To attend to day-to-day issues that arise in the SEND base.
3. To deputise for the SENCo at meetings.
4. Be responsible for keeping and updating records, information and data, producing analysis and reports as required.
5. To work with the Student Services Manager in the development, implementation and monitoring of systems, relating to attendance and integration of SEND pupils, eg registration, truancy, pastoral systems.
6. Provide objective and accurate feedback and reports as required, to the school on SEND pupil achievement, progress and other matters, ensuring the availability of appropriate evidence, with particular emphasis on the impact interventions have had on expected outcomes.
7. Work with the SENCo in planning, evaluating and delivering CPD opportunities for other staff.
8. Assist the SENCo with the development and implementation of Provision Maps.
9. To liaise with therapists, social care staff, medical staff, and other personnel working with pupils as required, assisting with the coordinating and planning of programmes of work and to integrate specialist advice and practice into Provision Maps and for Health Care Plans.
10. To take a lead role in overseeing the planning, delivery and evaluation of interventions.

11. Take a lead role in the provision of support for pupils with special needs and to challenge and motivate pupils, promote and reinforce self-esteem.
12. To take part in liaisons with schools and other relevant bodies to gather pupil information.
13. To have responsibility for the planning and delivery of interventions aimed at supporting those students with complex needs who are working significantly below expected levels.
14. Organise and manage an appropriate learning environment and resources and support pupils' access to learning, using appropriate strategies and resources.
15. To take part in the development and implementation of appropriate behaviour management strategies promoting self-control and independence.
16. Attend and participate in regular meetings.
17. Participate in training and other learning activities as required.
18. To advise and support teaching staff in meeting the needs of students with complex needs.
19. Promote the inclusion and acceptance of all pupils.
20. Leading reviews.
21. To undertake other duties as required in line with the grade and responsibilities of the post.