

JOB TITLE	Assistant SENDCo
GRADE	NJC Scale PO2, points 29-32
DBS REQUIREMENTS	Enhanced
Hours/Weeks	3 days per week, term time only
Responsible to:	Assistant Head inclusion (SENCO)

Job Description

Duties and responsibilities

Aims and purpose of the role:

- The purpose of the Assistant SENDCo is to assist the SENDCo with the promotion of an inclusive approach to SEN across the school

Recording and Assessment

- Set up systems for identifying, reviewing and monitoring need. This includes the management (chairing) of Annual Reviews for EHCPs
- Keep parents informed about their child's progress through individual meetings and at parents' evenings

Leadership

- Support SENDCo in delivering training opportunities for learning support assistants and teachers to learn about SEN, including whole-school inset

Disseminate good practice in SEN across the school

- To support the SENDCo with the development of transition arrangements and integration into post-16

Liaise with the outside professionals and manage/disseminate to staff their reporting

- To keep abreast of developments in SEN (e.g. research, changes to the law) and inform SLT and Head where appropriate
- To attend appropriate training, CPD and conferences and provide feedback to colleagues
- Support teaching staff in modelling good practice in teaching pupils with SEN including those with more complex needs

Other Responsibilities

To willingly undertake any reasonable task requested by the Head teacher and take part in the duties and extra-curricular activities of this busy school.

Duties will vary, you must expect to diversify and lend a hand wherever is required.

Successful candidate qualities:

- SENCO/Access Arrangement Assessor qualifications preferred, or the desire to acquire these.
- GCSE Maths and English qualification minimum Grade 4 or equivalent is essential.
- Teaching qualification preferable but not essential, however teaching qualification is needed to achieve the National Award in SEND Coordination.
- Relevant and recent knowledge and experience of pupils with SEN
- Sound working knowledge of the SEND Code of Practice
- Understanding of the Safeguarding principles and Child Protection procedures