



Assistant SENCO (maternity cover)

30 hours per week, 39 weeks per year

Kent Range 5 £12,076 - £13,282 pro-rata (£17,651 - £19,414 FTE)

Required September 2017.

Principal Responsibility

Contribute to the management and support of pupils during learning activities. Establish and maintain relationships with individual pupils and groups. Review and develop own professional practice. Dealing with pupils' therapeutic, pastoral and personal care needs.

Key Accountabilities

- Take shared responsibility for care and welfare of SEND pupils
- Support groups of pupils of ASD EHCP + SEND
- Under the direction of the SENCO collate and prepare information relating to assessments, statements and referrals to other agencies
- To collate SEND statistical returns as requested
- Organise and manage an appropriate learning environment and assist the teacher to plan teaching and learning objectives that ensure pupil progress and development
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment
- Act as a role model and establish a clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote pupils' self-control and independence to ensure good behaviour and respect for others is maintained
- Provide support with High Needs Funding Applications
- Attend review meetings and prepare paperwork
- Cover the transition class where necessary
- Work effectively with individual pupils, under the direction of a class teacher

Essential

- Level 2 qualifications in English and Mathematics (GCSE or equivalent)
- Previous experience of working with children of secondary school age
- Experience of learning support groups
- Experience of ASD

- To have an understanding of and the ability to interpret attainment records of students and knowledge of ensuring pupil progress
- Ability to show sensitivity and objectivity in dealing with confidential issues
- Demonstrate a basic understanding of the SEND work of a school
- Demonstrate an understanding of SEND and responsibilities within code of practice
- To have worked with students in developing literacy and numeracy skills
- Ability to use all Microsoft office packages to a proficient standard e.g manipulate data in Excel programmes; prepare documents for external audiences
- Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality
- Ability to relate to young people and adults, understand their needs and respond accordingly
- Good influencing skills to encourage students to interact with others and be socially responsible
- The ability to work well in a team and independently
- To have the capacity to develop knowledge in a specific area of educational need and to become a point of contact for that need
- Ability to work with students in setting targets and to support students and teaching staff in implementing and reviewing targets
- To be flexible and adaptable to meet the changing needs of the school.

Desirable

- At least five Level 2 qualifications including English and Mathematics
- Up to date safeguarding training
- Experience of developing social skills programmes with young people
- To have a well developed understanding of a specific area of educational need.

Apply online or download an application pack from the vacancies link of our website www.holmesdale.kent.sch.uk and email to hr@holmesdale.kent.sch.uk . Email sian.bartle@holmesdale.kent.sch.uk for more information or to arrange an informal visit.

Closing date: 5 June 2017

Interviews: 12 June 2017

The Holmesdale School is committed to the safeguarding and promotion of welfare of all children and young people. All successful candidates will be subject to an Enhanced DBS disclosure, CV and Occupational Health check as well as receipt of two satisfactory references.