



JOB DESCRIPTION

JOB TITLE: Assistant SENCO

ACCOUNTABLE TO: SENCO

JOB PURPOSE

To work under the professional direction of the SENCO as part of the professional team to support learning activities for pupils.

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

Working effectively with individual pupils, under the direction of a class teacher

- Assist teacher/SENCO with learning activities ensuring health and safety and good behaviour of pupils
- Support the pupils in accessing learning activities as directed by the teacher/SENCO to enable pupils' progress towards their targets
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Support arrival and departure of Specialist Resource Provision (SRP) pupils as necessary
- Demonstrate skills in, planning, monitoring, assessment and class management

- Carry out small group interventions, for example; social use of language, SP, EAL and language programmes etc.
- Support learning of pupils with specific needs.
- Liaise with teachers regarding the pupil support plans
- Be aware at all times of the SEN Register
- To support transition and ASD (SRP) to and from the main building
- To cover break when required

Administration and Professional Development

- Update pupil records as appropriate and assist the SENCO with more complex paperwork as and when necessary
- Attend LSA meetings as directed by the SENCO
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ well being
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfill its development plans
- Conduct administration tasks within the department including the use of computers, video equipment and photocopiers
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development
- Keep provision maps for intervention and produce reports when necessary

Health & Safety

- To promote and comply with the school’s policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others

Safeguarding

The Holmesdale School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Holmesdale School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Signed..... date.....

Signed..... date.....

Headteacher