



## **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 students.

### **PRINCIPAL RESPONSIBILITY**

To support the SENCO in leading SEN provision and promote our corporate responsibility for SEND in line with the SEN Code of Practice (2015), the Equality Act (2010) and Professional Standards for Teaching Assistants (2016) in addition to school policies and procedures.

### **Key responsibilities:**

- To work in partnership with all stakeholders (SEND team, pastoral team, class teachers, support staff, external agencies and parents) to provide holistic support that improves the outcomes for students with additional needs.
- Support groups of students at SENK and those with EHCP
- Take shared responsibility for care and welfare of all SEND students
- Carry out four-part cycle assessments (Assess Plan Do Review) of pupils with SEN to identify needs and monitor progress - including observations in the classroom and meeting with teachers and parents
- Under the direction of the SENCO build rapports with the pupils to set personalised education, health and care (EHC) plans, which include social and academic targets
- 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
- Act as a role model and establish a clear framework for SEMH in line with established policies, anticipate and manage SEMH in order to promote students' self-control and independence to ensure good self-control and respect for others is maintained
- Liaise with SENCO to ensure SEND statistics are current and accurate
- Maintain student chronologies

### **Working effectively with individual students**

- Support the students in accessing learning activities as directed by the teacher/SENCO to enable students' progress towards their targets
- Be aware of and support differences to ensure all students have equal access to opportunities to learn and develop

- Demonstrate skills in, planning, monitoring, assessment and class management
- Support learning of students with specific needs.
- Liaise with teachers regarding support for students with EHCP and those with SENK
- Be aware at all times of the SEN Register
- Ensure a consistent approach to support SEND students
- Promote a culture where students, staff and parents, have high expectations
- Promote autonomy, where students engage fully within the educational establishment

#### **Supporting the SENCO to:**

- Work in partnership with all stakeholders (SEND team, pastoral team, class teachers, support staff, external agencies and parents) to provide holistic support that improves the outcomes for students with additional needs.
- Promote our corporate responsibility for SEND.
- As necessary, prepare applications for EHCP (or equivalent); coordinate and attend Annual Reviews.
- Make applications for additional support regarding external assessment for e.g., Occupational Therapy, Educational Psychology Service, SALT, CAMHS teams' referrals as well as follow up and communicate with all stake holders.
- Make referrals for appropriate outreach services to support student needs in school
- At parent's evenings, meet with parents of students with SEN
- Work with key staff on transition at KS2 to KS3 and KS4 to KS5 to ensure that there is a smooth transition between primary and secondary schools as well as further education for students with special educational needs.
- Deputise for the SENCO as appropriate, with regard to meetings and liaising with outside agencies.
- Assist the SENCO and Pastoral Team to oversee and implement SEN student leadership opportunities

#### **Administration and Professional Development**

- Update pupil records as appropriate and assist the SENCO with more complex paperwork as and when necessary
- 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 students' 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 fulfil its development plans
- 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
- Set high expectations for staff and students
- Support and/or represent the school at meetings, as and when needed

#### **Safeguarding**

Bishop Stopford's 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 Bishop Stopford's 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.