

Job Description

Job Title:	Assistant to Special Education Needs & Disabilities Co-ordinator (SENDCO)
Reporting directly to:	Special Education Needs & Disabilities Co-ordinator (SENDCO)
Salary/Grade:	Scale F (pro-rata)
Hours of Work:	22.5 hours per week - term time plus 1 week

Overarching Aim of Role:

To assist the SENDCO in the organisation and administration of the Special Education Needs department in the Academy.

To support students with Special Educational Needs to make good progress across a range of subject areas.

Duties:

1. Support for SENDCO

- To provide a comprehensive personal assistant service to the SENDCO and provide administrative support for other staff in relation to SEND.
- To maintain effective and accurate SEND student records (paper and electronic) by liaising with feeder primary schools at transition (or on entry to the school), and keeping records updated.
- To assist the SENDCO in identification of groups of need prior to transition and to organise members of the team, to coordinate appropriate intervention strategies and to maintain records of intervention and impact.
- To assist in the maintenance of the SEND register and ensure appropriate, updated records on all students with identified special needs are held.
- To act as the first point of contact for all communications with the SENDCO from students, staff, parents, governors, County Council staff, visitors and external agencies and managing their outcomes.
- Prepare for parental meetings as required, including gathering relevant academic, pastoral and behavioural data and responding to parent and carer enquiries.
- To assist the SENDCO to monitor and evaluate SEND provision.
- Liaise with the Exams Officer to ensure the appropriate access arrangements are in place for students with SEN, and that the arrangements are recorded according to the criteria set down by the examination awarding bodies.
- Attend courses and meetings as required

2. Support for Students

- To support identified SEN students to make progress across a range of subject areas.
- To attend to the personal and social needs of students and any other special requirements depending on the nature of a student's special needs and, wherever possible, making these part of the learning experience.
- Under agreed school procedures, to give first aid/medicine.
- To review progress data on students and target intervention accordingly.
- To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- To supervise and provide support for students, including those with special needs, ensuring their safety and access to learning activities.
- Promote inclusion and acceptance of students while encouraging constructive relationships within the classroom and with parents.
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher.

Conditions of Employment

To support and encourage the Academy's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the Academy's policy in respect of child protection matters.

To attend Academy events and relevant meetings and training sessions as required.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the Academy's Performance Management/Appraisal scheme.

Assistant to SENDCO – Person Specification

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good secondary education • GCSE English and Maths at C grade or above 	<ul style="list-style-type: none"> • Degree • First Aid training
Experience	<ul style="list-style-type: none"> • Experience of supporting students in a school environment 	
Skills	<ul style="list-style-type: none"> • Strong communicator • Ability to deal with students, parents and staff calmly and assertively • Sound IT skills 	<ul style="list-style-type: none"> • Experience of using data
Personal Qualities	<ul style="list-style-type: none"> • Flexible • Team player • Friendly and personable • Can-do attitude • Able to respect the confidentiality of personal information • Positive outlook • Resilient 	<ul style="list-style-type: none"> • Innovative • Sense of humour
Other	<ul style="list-style-type: none"> • Passionate about helping young people fulfil their potential • Willingness to undertake occasional off-site work 	<ul style="list-style-type: none"> • Available to participate in trips outside school hours and residential activities • Willingness to undertake further training/study