

Job Description and Person Specification

Job Title:	Assistant SENDCo
Service Provision:	Churchward School
Job Family:	Teaching & Learning
Line Manager:	SENDCo
Salary Grade:	Brunel Grade D 1-5
Annex:	Please ensure you refer to Annex 1 with this job description

To work closely with the SENDCo, SLT, class teachers, subject specialists and other support staff to lead, co-ordinate and deliver programmes which support students in achieving outstanding educational outcomes. Through this, ensuring that gaps in progress between underperforming groups of students and other students are closed, with a focus on English and Maths. To follow the Trust's Safeguarding policies and procedures and undertake any mandatory training as directed.

Key accountabilities, duties and responsibilities

- Support the SENDCo in the filtering and responding to formal consultations as part of the consultation process.
- Provide appropriate CPD to all employees in a range of specific learning difficulties in the classroom.
- Support the SENDCo in meeting all statutory expectations as part of the annual review process.
- To attend annual review meetings to provide support as needed.
- Meet and work alongside external agencies & professional to implement strategies and interventions

Support for Students

- To develop, run and monitor interventions programmes, keeping effective records of students progress, in accordance with school procedures
- Establish constructive relationships with students and interact with them appropriately
- To attend and provide reports for student meetings as appropriate
- Support students in recognising, developing and celebrating their skills, talents and achievements
- To provide additional support as required for preparing students for exams and assessments
- To provide training and support to other employees as appropriate
- To support the creation & monitoring of education plans

Support for the Teacher

- To work closely with class and subject specialist teachers and teaching assistants to plan a provision map of specific English and maths programmes and interventions to maximise students achievement and progress in all areas
- Provide expert advice for working with students with specific needs
- Assist the teachers in implementing the advice provided by specialists
- Establish constructive relationships with parents/carers
- Support education colleagues in the writing of reports for statutory reporting including the annual review of EHCPs
- Submit impact data/information as requested to support with school monitoring and reporting

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> GCSE English & Maths (Grade AC or equivalent) Good ICT skills, including use of Microsoft Word & Excel Have or willingness to achieve appropriate nationally recognised Assistant SENDCo qualifications 	<ul style="list-style-type: none"> Level 2 or 3 SEND Qualification Strong ICT skills
Knowledge and Experience	<ul style="list-style-type: none"> Proven ability to deliver evidence based and effective 1:1 and group intervention sessions in an education setting Awareness & understanding of supporting students with their mental health Commitment to integrated and multi-agency working Experience of assisting with toileting/personal care 	<ul style="list-style-type: none"> Experience of working with students with SEND Experience with use of technology and in particular of inputting information into recording system
Skills and Abilities	<ul style="list-style-type: none"> Proven ability to communicate effectively with students Punctual, polite & professional Be motivated, able to use initiative and work independently To meet challenges positively 	<ul style="list-style-type: none"> To use your own skills & interests to enhance the offer for students Be aware of how to support your own well-being and the well-being of others