



HOLY TRINITY

A learning community providing Catholic and Church of England education for all

This school is committed to creating and nurturing a Christian ethos, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

JOB DESCRIPTION ASSISTANT SENDCO

Pay scale: Grade 7

Responsible to: SENDCO

Overall Responsibility

- Support the Christian Ethos of the School
- To provide effective support to the Special Educational Needs Co-ordinator in the operational management of the Inclusion Team. Ensure the effective use of resources to enable improved standards of achievement of all students.
- The post holder is expected to undertake the professional duties of a Learning Team Leader within the conditions operative at the time of issue of this Job Description together with the more specific duties/responsibilities which are listed below.

DUTIES

- To support the Christian Ethos of the School
- To make a positive contribution to the Christian life of the school, supporting innovation and taking a lead, where appropriate.
- To provide a complementary service to staff by offering a structured programme of support to children who need help to overcome the barriers to learning both inside and outside of school
- To be responsible for the day to day management of SEN provision in relation to the effective deployment of resources to meet the individual needs of SEN students.
- To liaise with staff at the school in order to discuss the requirements for SEN students and in liaison with the Special Education Needs Co-ordinator plan effective provision.
- To co-ordinate the allocation of Teaching Assistants to meet the needs of individual students.
- To co-ordinate the performance management of Teaching Assistants.
- To maintain the SEN register and implement the procedures required by the current Code of Practice.
- To ensure that the SEN Team are familiar with the content of EHCPs and have an understanding of the SEN Policy.
- To arrange and collate information for the SENDCO in relation to SEN review meetings.
- To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents under the direction of the SENDCO.
- To assist in the implementation of school assessment and target setting policies and make effective use of data to monitor and evaluate the achievement and attainment of students with SEN.
- To assist in the implementation and effective monitoring of SEN Student Support Plans.
- To plan, teach and assess Literacy for KS3 students.
- To liaise effectively with the Exams Officer to ensure SEN students are entered for appropriate exams and that identified support is arranged and provided during exams.

- To develop and maintain effective methods of communication with other staff, students, parents and external agencies in relation to SEN students and provide helpful and accurate responses to parent/carer enquiries.
- To manage the provision of information to parents/carers and other staff about SEN students and their individual needs.
- To liaise with colleagues from Primary feeder schools in order to provide a smooth transition between schools.
- To liaise with Heads of Standards regarding progress made, problems arising, and any difficulties with accessing work and/or resources.
- To be familiar with a range of teaching resources and strategies suitable for the needs of individuals or small groups and to use them effectively.
- To personalise teaching resources and strategies to meet the needs of an individual or a small group.
- To assist with arrangements for SEN students on arrival and departure from school.
- To assist the SENDCO with the identification of students who require specialist intervention programmes, to inform parents and staff of these arrangements and to monitor student progress.
- To liaise with the Health Services, e.g. Occupational Health, Physiotherapy, Sensory Resource Provision and ensure that advice and guidance supplied by these professionals is passed on to the relevant staff.
- Advise on the appropriate deployment and use of learning resources and specialist equipment.
- Lead regular team meetings with the SEN Team.
- To assist the SENDCO in identifying and organising training for the Learning Support Team to ensure they are aware of developments in SEN practice and policy.
- Undertake personal development reviews with SEN staff and establish a short and long term training and development plan.
- To assist in managing and monitoring resources and the SEN budget effectively.

General

- To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher.
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, confidentiality and data protection.
- To develop and promote high standards throughout the Barnsley Children, Young People and Families Service.
- Ensure every child is valued for who they are and that all students have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies / professionals to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

Other

- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

- This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.