**Job Description – Assistant to the SENDco**

*Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.*

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| **Post title:** | Assistant to the SENDco |
| **School:** | Rowhill School |
| **Grade:** | Support Staff Grade D |
| **Department:** | SEND |
| **Reports to:** | Assistant Headteacher Vulnerable Pupils |

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| **Employment Conditions** |
| The post holder will be employed under Support Staff (EHCC 2007) Pay and Conditions and is expected to carry out tasks in line with the duties set out in that document. |
| **Relationships** |
| The post holder will be accountable to the Assistant Headteacher Vulnerable Pupils and through them to the Head of School and Executive Headteacher  At Rowhill School the Assistant Headteacher Vulnerable Pupils incorporates the role of SENDco |
| **Job purpose** |
| To assist in managing the provision for students with Special Educational Needs and Disabilities (SEND). This includes overseeing the Learning Support Room under the guidance of the Assistant Headteacher Vulnerable Pupils, managing SEND assessments and SEND administration, delivering and monitoring learning interventions, ensuring effective use of resources and promoting high standards of learning and achievement for all students. |

**Key Responsibilities**

* Oversee the Learning Support Room under the guidance of the SENDCo.
* Deliver and record learning interventions.
* Perform weekly administrative duties to ensure SEND registers, assessment information, and pupil profiles are accurate and up-to-date.
* Manage SEND and Learning Support resources, ensuring efficient, effective, and safe use.
* Maintain provision maps, ensuring all staff are keeping pupil passports and learning plans relevant and updated.
* Provide administrative support to the SENDCo.

**Specific Responsibilities**

* **SEND Provision Support:** Assist in delivering SEND support to pupils with a range of needs.
* **Learning Support Room:** Provide SEND curriculum support to pupils who struggle to access class-based learning.
* **Record Keeping**: Ensure accurate records of meetings and discussions with parents and external agencies are maintained.
* **Collaboration:** Work with external agencies to support individual SEND provision as directed by the SENDCo.
* **Staff Communication:** Keep staff informed about students' SEND needs and advise on effective support strategies.
* **Parental Liaison:** Communicate with parents/carers regarding SEND provisions under the SENDCo’s direction.
* **Access Arrangements:** Support the SENDCo with access arrangement processes in coordination with the Examinations Manager.

**Notes**

* Tasks may be adjusted to align with the School Improvement Plan.
* All staff are expected to undertake training to enhance professional skills and expertise.
* The post holder will contribute to the pastoral welfare of students and act as a key worker when required.
* This job description is subject to review and modification in consultation with the post holder.

***This job description can be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.***

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| **Person Specification Assistant SENDco** | | |
|  | Essential | Desirable |
| Qualifications | Experience of working with Special Needs children  GCSEs in Maths and English (Grade 4 or above). | Relevant SEND qualifications or training.  A demonstrated commitment to professional development. |
| Experience and attainments | Proven experience working with children with SEND.  Understanding of SEND issues within alternative provision settings.  Knowledge of SEND policies, codes of practice, and legislation. | Have working knowledge of relevant policies, codes of practice and legislation  Have a working knowledge of implementing and delivering SEND/ booster support for children |
| Skills and abilities | Empathy and strong interpersonal skills.  Excellent organisational and record-keeping abilities.  Proactive and self-motivated working style.  Strong communication and observational skills.  Ability to work collaboratively and independently under pressure.  Basic proficiency in Microsoft Excel for simple calculations and spreadsheets. | Sustained good relationships with parents and colleagues from other agencies. |