**Rowhill School**

**Assistant to the SENDco**

**Hampshire**

* **Closing Date:  Friday 7th February 2025**
* **Interview Date: Wednesday 12th February 2025**
* **Job Start Date:** As soon as possible
* **Contract/Hours:**Permanent
* **Salary Type:**Support Staff
* **Salary Details:**Grade D
* **Hours of Work:**0830-1600 (1500 finish on Friday)
* **Location of Role:**Rowhill School, York Road, Aldershot, Hampshire GU11 3JG
* **Contact e-mail address:** vacancies@rowhill.hants.sch.uk

**We have a fantastic opportunity for an Assistant to the SENDco to join our team at Rowhill School, Aldershot.**

***About Rowhill School***

Rowhill School is a Pupil Referral unit for 11-16 year old pupils, set on a well-resourced and beautiful site. We educate students who are permanently excluded, at the risk of permanent exclusion or cannot attend a mainstream setting for medical reasons. We are a caring and forward-thinking school, where academic achievement and the personal development of each pupil goes hand in hand.

Our school strives to cultivate a desire for learning and self-improvement so that students leave Rowhill School with the tools needed to succeed in their onward pathways, we strive to develop well mannered, confident and culturally rich individuals. At Rowhill School, ‘Every interaction is a learning experience and every learning experience must be an opportunity for progress.’ All staff contribute to supporting pupils at all times of the day and are trained in trauma and de-escalation approaches.

***Purpose of the job***

* 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 effectively.
* Maintain provision maps, ensuring pupil passports and learning plans are updated.
* Provide administrative support to the SENDCo.
* Support pupil induction process

***The Ideal Candidate***

* Educated to GCSE level (Grade 4 or above in Maths and English).
* Experienced in working with SEND students.
* Resilient, resourceful, and well-organised.
* Strong communication and interpersonal skills.
* Proficient in managing behaviour and fostering positive relationships with students, parents, and colleagues.
* A good understanding of safeguarding within a school setting.
* Ability to use IT in analysing and presenting data

***What we offer***

* A dedicated office space located within the Learning Support Room, providing a focused environment for supporting students.
* Opportunities for creativity and innovation in developing SEND provision and creating personalised learning experiences for students.
* A supportive and collaborative team of experienced colleagues, committed to providing the best outcomes for our students.
* A dynamic, ever-evolving work environment, where each day offers new challenges and opportunities to make a meaningful impact.
* Ongoing professional development opportunities to further enhance your skills and expertise in SEND education.
* The chance to contribute to a forward-thinking, progressive school as we continue to develop our curriculum, approach, and vision to support all learners.
* The opportunity to make a difference by helping to unlock the potential of a diverse and neuro-diverse cohort of students, supporting their academic, social, and emotional growth.
* Early finish (1500) on a Friday.
* The potential to support animal therapy provision

**Application Procedure**

Should you wish to visit the school or talk to key staff prior to application then we would welcome the opportunity to meet you and show you around our school. If you would like to arrange an informal chat with our Head of School, Laura Hann, then please call 01252 367500 or email l.hann@rowhill.hants.sch.uk

Further information and an application pack can be obtained from the school website [www.rowhill.hants.sch.uk/News/Vacancies/](https://www.rowhill.hants.sch.uk/News/Vacancies/), by contacting Clare Hinsley, Administration Officer at the school on 01252 367500 or by emailing vacancies@rowhill.hants.sch.uk.

The school’s safeguarding and child protection policies and practices can be found at <https://www.rowhill.hants.sch.uk/Safeguarding/>. The school’s recruitment policy is available to prospective applicants and will be issued to the applicant on request from the school office.

**We reserve the right to withdraw vacancies at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible.**

**We also reserve to right to interview shortlisted candidates ahead of the closing date.**

*This school and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure and Barring Check as well as other relevant pre-employment checks.*