

Job Description – Assistant to the SENCo

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.

Post title:	Assistant to the SENCo
School:	Greenwood School
Grade:	Support Staff Grade E
Department:	Learning Support Team
Reports to:	SENCo

Employment Conditions
The post holder will be employed on School Teachers' Pay and Conditions and will be expected to carry out tasks within the range of teachers' duties set out in that document
Relationships
The post holder will be accountable to the SENCo and through them to the Head teacher
Job purpose
To assist in managing the provision for students identified as having Special Educational Needs (SEN); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all students.

Key Responsibilities

- To assist the SENCO in leading the provision for SEN within school.
- To provide support for students and teachers in lessons (Approximately 50% of contact time).
- To support the SENCO in managing the implementation of an inclusive curriculum.
- Within the context of the school's aims and policies, to work with the SENCO to develop and implement intervention groups.
- To manage and maintain provision maps for students with a final EHCP.
- To organise and monitor the Alternative Provision that is commissioned for students with final EHCP'S.
- To ensure that costs of Alternative provision for EHCP places are recouped effectively.

Specific Responsibilities

- To support the provision of SEN,
- To liaise with relevant outside agencies to ensure that individual student SEN are met effectively and that the requirements of EHCP's are met fully.

- Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- Ensuring that staff are kept informed of student's SEN and advise on areas to develop and support.
- To ensure that an accurate record and analysis of student attributes is maintained.
- Working with the SENCO and other staff to ensure that Attributes Questionnaires are used to set subject specific targets and match work to students' needs.
- Using data effectively to identify students who are seriously underachieving and where necessary create and implement effective plans of action to support those students.
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENCO.
- To monitor the progress of students with SEN and advise the SENCO if there are concerns.
- To offer and advice and support to teaching staff in providing a quality first teach approach, under the direction of the SENCO.
- To support the process of access arrangements in liaison with the Examinations Manager.

Notes

- Other tasks may be considered necessary by the Head teacher in view of the changing priorities of the school
- Some tasks may be modified to reflect the School Improvement Plan
- All staff are expected to undertake training as appropriate with the aim of increasing professional skills and expertise
- All staff provide for the pastoral welfare of all students and take responsibility for a key worker group as required

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

Person Specification Assistant SENCo		
	Essential	Desirable
Qualifications	<p>Experience of working with Special Needs children</p> <p>Have qualifications in Maths and Literacy</p>	<p>Demonstrated a desire to continued professional development</p> <p>Any relevant SEN Qualifications/ training</p>
Experience and attainments	<p>Have successful relevant experience of working with children with SEN</p> <p>Good understanding of a range of SEN issues within alternative provision settings</p>	<p>Have working knowledge of relevant policies, codes of practice and legislation</p> <p>Have a working knowledge of implementing and delivering SEN/ booster support for children</p>
Skills and abilities	<p>Excellent communication, listening and observational skills</p> <p>Ability to work as part of a team and ability to manage own time effectively</p> <p>Be calm and able to work under pressure with the ability to adapt quickly.</p> <p>Have excellent organisational abilities and accurate record keeping skills.</p> <p>Have a positive attitude and a willingness to find solutions to issues</p>	<p>Sustained good relationships with parents and colleagues from other agencies</p>