

JOB DESCRIPTION

Assistant SENCO – The National Church of England Academy

Salary and Hours

Salary:	NJC Salary Scale. Grade 5 – Scale Points - 15 to 22. Full time Equivalent salary - £25,878 – £29,439. Salary will be pro-rated according to the number of hours/weeks worked per year i.e., £22,134 – £25,180
Hours:	37 hours per week/Term Time Only.
Daily Direction from:	SENCO.
Note:	All Support Staff are managed overall by the School Business Manager.

Purpose

To assist in leading and managing the provision of special educational needs learning support. To support high quality teaching, effective use of resources, and high standards of learning and achievement for all students.

Specific duties and responsibilities

1. Key functions:

- To assist the SENCO in leading the provision for SEN within the academy.
- To manage appropriate resources for learning support and ensure that they are used effectively.
- To assist in the development of an inclusive curriculum & resources to ensure that SEND students have appropriate support.
- To support the SENCO in managing the implementation of an inclusive curriculum.
- To work under the guidance of the SENCO to develop and implement intervention groups and support.
- To disseminate appropriate SEND information/guidance to other relevant people.
- To support learning of students as allocated by the SENCO.
- To manage and maintain provision maps.
- To support the SENCO in writing funding bids, EHC applications.

2. Specific responsibilities

- To support the provision of SEN, including the allocation of support time and the writing of pupil profiles.
- To liaise with relevant outside agencies.
- Ensuring that accurate and detailed records are kept of meetings and discussions with parents/guardians and outside agencies.
- Ensuring that staff are kept informed of students' SEN and advise/guide on areas to develop and support.
- Using data effectively to identify students who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
- To liaise with and inform parents/guardians about the specifics of the SEND provision for their child under the direction of the SENCO.
- To monitor the progress of students with SEN and advise the SENCO.
- To lead on the process of access arrangements in liaison with the Exams Officer.
- To participate in the general duties of the Inclusion team, taking part in initial assessment and delivering an agreed allocation of teaching, learning and assessment including 1:1 study skills support and small groups.
- Participate in appropriate quality assurance procedures including collection and analysis of student and teacher feedback under guidance of SENCO.
- To deputise for the SENCO in matters relating to SEN.

***Exam access arrangements**

- Act as a point of contact for staff, students, and parents/guardians in relation to existing or proposed access arrangements.
- To work closely with the SENCO and Exams Officer to ensure that all appropriate access arrangements are in place.
- Collect and coordinate the completion of paperwork and electronic files to students eligible for access arrangements.
- Organise and arrange assessments for students identified as needing access arrangements and coordinate with the assessor.
- Collect and record information throughout key stage 3 to identify students who may require access arrangements.
- Ensure that the Joint Council for Qualification (JCQ) deadlines are met.
- Develop and improve existing processes and systems relating to access arrangements.
- Attend regular training and maintain up to date knowledge of JCQ requirements in relation to access arrangements.
- Monitor students' use of access arrangements and initiate changes if necessary.

Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions;
- To comply with the academy health and safety policy and undertake risk assessments as appropriate.

Additional Responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.