

## **JOB DESCRIPTION**

**Job Title:** Assistant SENCO

**Grade:** Teacher

**Salary:** MPS/UPS + TLR

**Conditions of Service:** Teacher Contract

**Responsible to:** Principal / Headteacher

### **Statement of Purpose**

To assist in managing the provision for pupils 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 pupils.

### **Responsibilities**

- Assisting in leading the work of the SEN team.

### **Key functions**

- To assist the SENCO in leading the provision for SEN within school.
- To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely
- To develop curriculum resources to ensure that pupils identified as having SEN have the required levels of support
- To support the SENCO in managing the implementation of an inclusive curriculum.
- Within the context of the academy's aims and policies, to work with the SENCO to develop and implement intervention groups and support.
- To provide all those with involvement in Special Needs and Learning Support the support, challenge, information and development necessary to sustain motivation and secure improvement in learning.
- To support learning of students as allocated by the SENCO and in coordination with Senior Leaders.
- To manage and maintain provision records/maps.

### **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 to ensure that individual pupil SEN are met effectively and that the requirements of statements of SEN 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 pupil's SEND and advise on areas to develop and support.
- Working with the SENCO and other staff to ensure that Pupil Profiles are used to set subject specific targets and match work well to pupils' needs.
- Using data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- To work with the SENCO to promote an inclusive curriculum.
- 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.
- To support meetings of SEN staff, communicate information to staff and co-ordinate resulting action.
- 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.
- To deputise for the Vice Principal / SENCO in matters relating to SEN.

## **Leadership**

### **To:**

- Contribute sense of purpose in the learners.
- Inspire learners by personal example and presence.
- Contribute to Department development plan and the part it plays towards whole school development including contribution to school evaluation document.
- Acknowledge the responsibility for raising student achievement within the Subject.
- Be a role model in all aspects of teaching and learning.
- Have a presence around the school, encouraging students to demonstrate positive behaviour and attitudes, both in lessons and during movements to and from lessons.
- Promote the behaviour for learning policy within the Subject area and liaise with parents as appropriate.
- Keep abreast of local and national changes within the Subject.
- Promote global citizenship.
- Help to promote a sense of shared purpose and teamwork within the Subject.
- Promote and support all groups of children including vulnerable groups.

## **Teaching and Learning**

- Ensure that the statutory requirements of the National Curriculum and BTEC/GCSE courses are fulfilled in relation to both content and assessment.
- Support all aspects of teaching and learning including lesson observation and work review.
- Ensure the application of the whole school policy on assessment and help evaluate its use and effectiveness across the Subject.
- Monitor tracking systems and the use of data within the Subject for highlighting success and identifying underachievement.
- Monitor and evaluate the effectiveness of schemes of work, including the provision for homework, through liaison with Teacher Leader in meeting the needs of the full range of ability.
- Promote and represent the Subject at appropriate meetings.

- Promote opportunities for extra-curricular activities and visits related to the Subject area.
- Ensure high standards of student performance across the ability range.
- Contribute to Department use of rewards and sanctions.
- Ensuring a stimulating learning environment is maintained within the Subject.
- Promote a healthy and safe learning environment.
- Encourage students to make a positive contribution to learning and to the whole school community.
- Promote enjoyment and achievement in learning and extra-curricular activities.
- Promote a culture of the importance of learning throughout life and of the importance of economic well-being.
- All teachers are expected to abide by the Professional Standards for Qualified Teacher Status when undertaking their roles as a classroom teacher.

**Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

## Person Specification

### Qualifications

- PGCE (Secondary)
- Degree or equivalent in [subject specific area]
- Further Relevant [subject specific] Qualification or equivalent
- Good A Level Result in [subject specific] or related subject
- Additional qualifications in [ ]

- **Experience**

- Relevant teaching experience within a similar setting
- Ability to teach GCSE Key Stage [ ]
- Experience in running extra-curricular activities

- **Knowledge & Skills**

- An understanding of the strategies required to motivate, engage and inspire students
- Well-developed IT skills to enhance teaching and learning
- Knowledge and understanding of safeguarding procedures in relation to children and young people.

- **Personal Qualities**

- Excellent communication and interpersonal skills
- Good time management and the ability to multi-task
- Flexibility, commitment and reliability
- Understanding of and significant contribution to the whole school extra-curricular programme

### Essential / Desirable

- Essential
- Essential
- Desirable
- Essential
- Essential
- 
- Essential
- Desirable
- Essential
- 
- Essential
- Essential
- Essential
- Essential

### MEASURED BY KEY:

APP = Application form

ASS = Assessment activities

I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check

If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**19/11/2021**

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.