

Bedonwell Junior School JOB DESCRIPTION

JOB TITLE: Assistant SENCo

RESPONSIBLE TO: SENCo
Deputy Headteacher

GRADE: Bedonwell Junior School H23 (3 days per week)

LINE MANAGEMENT AND ACCOUNTABILITY for: SENTAs (Special Educational Needs Teaching Assistants and ensuring the smooth running of the SEN department.

The safeguarding of children and young people underpins the work of the LSEAT Trust and must be adhered to as a prime responsibility. All staff working in the academy must read and understand our safeguarding policy and statutory guidance on safeguarding before employment begins and on a regular basis. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

PRINCIPAL RESPONSIBILITIES:

Under the supervision of the SENCo

- To support in line managing and monitoring the professional development of the SENTAs including conducting appraisal reviews; to create personalised action plans to improve performance if applicable
- To support in line managing the SENTAs and ensure effective deployment in supporting pupils with SEN in the school
- To provide administration support for the SENCo, including provision mapping, targets/outcomes, EHCPs applications, annual reviews, monitoring interventions, progress and data, transitions and funding
- To attend meetings and forums when appropriate
- To oversee interventions and monitor their effectiveness, collecting and analysing data
- To liaise with leadership, class teachers and other staff, pupils, parents and external professionals
- To update staff on information received on SEN pupils
- To help ensure the smooth transition of vulnerable pupils into Bedonwell Junior School
- To prepare necessary paperwork to support statutory assessments
- To prepare referrals, attend Early Intervention Meeting (EIT) and any other relevant professional meetings
- To participate in training and other learning activities as required and attend relevant meetings to ensure own continuing development. To also, deliver training and share expertise with SENTAs
- To carry out other duties as may be deemed reasonable by the Line Manager and Leadership Team.

General Duties:

- To adhere to Health and Safety Regulations
- To ensure that safeguarding of pupils is a primary concern
- To keep confidential any issues related to Bedonwell Junior School
- To participate in appropriate meetings
- To read, understand and adhere to all LSEAT Trust policies

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the holder of the post.

Signed..... (Post Holder) Date.....

Signed..... (Headteacher) Date.....

Bedonwell Junior School
PERSON SPECIFICATION – Assistant to the SENCo

The person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

The Assistant to the SENCo must have:

	Essential	Desirable	Measured
Education & Qualifications	<ul style="list-style-type: none"> Graduate level education 	<ul style="list-style-type: none"> A first aid qualification (training will be given if necessary) 	<ul style="list-style-type: none"> Application Interview Reference
Experience	<ul style="list-style-type: none"> Managing a team of people Making effective use of a budget 	<ul style="list-style-type: none"> Working with pupils with SEN Leading an appraisal process and setting effective targets 	<ul style="list-style-type: none"> Application Interview Reference
Skills	<ul style="list-style-type: none"> Must have excellent communication skills, both verbal and written with parents, external agencies and colleagues Good ICT skills, including Excel, Word and databases An organised and methodical approach to administrative procedures 	<ul style="list-style-type: none"> A good working knowledge of Arbor An understanding of relevant policies, codes of practice and legislation, SEND code of practice and Safeguarding legislation 	<ul style="list-style-type: none"> Interview Application Reference
Attributes	<ul style="list-style-type: none"> Must be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations A flexible working attitude and positive approach to inclusion The ability to work as part of a team A high level of integrity and an ability to maintain discretion and confidentiality The ability to work unsupervised 	<ul style="list-style-type: none"> Successful and recent experience of working with children of relevant age 	<ul style="list-style-type: none"> Application Interview Reference