**Job description**

**Post:** Whole schoolvisual Communication and Special Educational Needs Coordinator (SENCo) Assistant

**Location:** Heron Academy

**Responsible to:** SENCo/Deputy Headteacher

**Salary Scale:** Lambeth scale 6 & up based on experience

**Salary:** From £30k

**Hours:**  35 hours/39 weeks term time only

# Purpose of the Role:

To work closely with the headteacher, SENCO, deputy headteacher and colleagues within the statutory frameworks and the Special Educational Needs (SEN) policy and oversee the day-to-day operation of that policy to identify needs and raise SEN pupil achievement. To work closely with the leadership team on maintaining the website, creating visuals for the school community and liaising with external providers.

# Key tasks:

1. Coordinate the preparation of information on SEN pupils for all staff and support all staff in understanding the needs of SEN pupils. This includes liaising with previous schools the pupils have attended.
2. Communicate with staff both verbally and in writing, informing them of any changes or updates regarding SEN pupils.
3. Assist the SLT with preparing the paperwork for annual reviews and minuting meetings.
4. Manage referrals to outside agencies, including Speech and Language, Children’s Services, Educational Psychologist, etc.
5. Support transition of pupils into the setting and onto their next school/setting by attending meetings which include pupils, parent/carers and staff from the transferring schools/settings.
6. Abide by and work towards all the policies within the school, e.g. Health and Safety.
7. Support SLT with consultation documentation.

**Whole school visual Communication**

* + - 1. Maintain the website
			2. Create visuals for the school community
			3. Liaise with external professionals regarding printing needs.
			4. Maintain the Heron wall
			5. Support SLT with visuals when necessary.

# PERSON SPECIFICATION

# Essential education and qualifications:

* [QCF level 2](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) in Maths and English or ability to pass assessment at interview

# Essential key skills, abilities, knowledge, experience, values and behaviours:

* Ability to contribute to the maintenance and analysis of records of pupils’ progress.
* Ability to communicate effectively and sensitively with pupils to support their learning.
* Ability to work collaboratively with colleagues as part of the school team.
* Ability to liaise sensitively and effectively with parents and carers, recognising their roles in pupils’ learning.
* Able to converse at ease and provide advice in accurate spoken English.
* Ability to recognise and respond effectively to equal opportunities issues as they arise.
* Knowledge of the statutory frameworks and the SEN policy.
* Specialist knowledge and experience, e.g. special educational needs or individual subject areas.
* A commitment to the learning of all pupils.
* A commitment to improving one's own practice through observation, evaluation and discussion with colleagues.
* A commitment to the Education Department’s Equality of Opportunities policy.
* Excellent IT skills
* Patience and compassion

# Desirable key skills, abilities, knowledge, experience, values and behaviours:

* Experience of working in a range of educational settings

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |