

Everybody Excelling, Everyday. No Excuses!

**Job Description:** SENCO Assistant

**Reporting to:** Assistant Head with responsibility for Inclusion

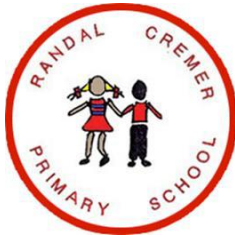
**Salary:** Scale 5

**Hours:** 36 hours per week paid Term Time Only

**Duration:** Full Time and Permanent subject to satisfactory 6 months' probation

**Purpose of the Job:**

- Work under guidance of Asst Head Inclusion to deliver learning and ensure a coherent approach to Inclusion takes place within the School.
- Organise the diary for the Asst Head Inclusion.
- To administer 'special needs and additional needs' arrangements for KS1/2 pupils e.g. staff are aware of their medical conditions.
- Adhere to the School's rigorous procedures for recording, monitoring analysing and acting upon a range of data including students' attendance, punctuality and referrals.
- Contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external agencies.
  - Telephone/reception acting as first point of call for the SEN department
  - Draft reply to letters
  - SEN and CP office filling
- Assisting as a member of the SEN team in the supervision of pupils both within and outside school.
- Maintain the SEN, medical register
- Update all Tracking Data kept in the Department as directed
- Produce invitations for Annual reviews and other meetings
- Provide administrative support as appropriate which will include preparing EHC/statements, profiles and additional reports.
- Input and retrieve and analyse information using SIMS systems.
- To make decisions using initiative within established working practices and procedures. The post holder will be expected to use good common sense and initiative in all matters relating to:
  - The conduct and behaviour of individuals, groups of pupils and whole classes
  - The correct use and care of materials by individual and small groups of pupils
  - The safety, mobility (if required) and hygiene and well-being of the pupils.



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## Hours

- The Learning Support Assistant shall work a number of hours determined by the Headteacher and specified within their contract of employment. The hours may be changed as the needs of the school change.
- All Learning Support Assistants are required to do playground duties and are entitled to 45 minutes break for lunch. At times these breaks may be shortened if circumstances require.

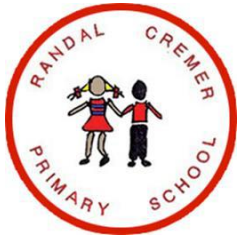
## Specific Accountabilities

- Responsibility of Assets, Materials etc: To maintain the confidential nature of information relating to the school, it's pupils, parents and carers.
- The provision, use and storage of equipment and materials used by pupils with whom the post holder is working.
- General responsibility for the care of all equipment and materials within the classroom/designated area of the school.
- To carry out admin tasks as directed by Assistant Head with responsibility for Inclusion.

## Support For Pupils

- Provide support for learning/intervention activities; help with learning tasks, feedback to the teacher on progress made.
- Implement aspects of learning, behaviour or care plans and report on progress made towards targets.
- Supervise and support pupils ensuring their safety and access to learning, attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, toileting and changing, first aid and welfare matters including support over lunch time as required.
- Promote school policies on pupil behaviour; contribute to the management of pupil behaviour, employ strategies for behaviour management and provide level of attention appropriate to the pupils needs, modifying approach to ensure that desired outcomes are achieved.
- Use knowledge of intervention strategies to support pupils with literacy and numeracy difficulties.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities.
- Promote independence, as appropriate.
- Attend meetings within school

## Support for the Teacher



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- Prepare resources as directed for lessons and clear afterwards and assist with the display of pupils work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Promote positive values, attitudes and good pupils' behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/ careers
- Undertake pupil record keeping as requested.
- Gather/report information from/to parents/carers as directed.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher/SENCO within your role/responsibility and participate in feedback sessions/meetings with parents/carers as directed

#### **Support for SENCO**

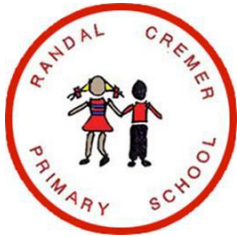
- Provide clerical/admin. support e.g. photocopying, typing, filing, etc.
- Work under the direction of the SENCO, preparing for meetings, taking minutes, contacting outside agencies.
- Create a directory of resources, activities, organisations and support services which can be drawn upon by staff/parents to support children identified

#### **Support for the Curriculum**

- Support pupils to understand instructions.
- Supporting access to the curriculum through provision of support for literacy/numeracy difficulties.
- Support pupils in respect of learning strategies as directed by the SENCO/teacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher/SENCO and assist pupils in their use.

#### **Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.



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## Person Specification

### Experience:

- Working in a primary school or other education setting supporting learners
- Working with a very diverse range clients / customers including delivering training and facilitating workshops with parents and carers
- Taking responsibility and having responsibility
- Using ICT confidently including managing emails, outlook calendar, wordprocessing (Word) and Spreadsheets (excel)
- How equality of opportunity can be supported and promoted through this post
- How to promote the school as a learning organisation
- Using SIMS to track and monitor behaviour and achievement

### Qualifications and Training

- *For new members of staff, we are looking to appoint candidates who are educated to at least A level or IB standard and are preferably graduates.*
- 5 GCSE A-C Grades or equivalent, (including maths and English).
- A'levels preferred.
- Social work, youth work, community work, counselling, teaching or mentoring qualification and /or experience.

### Personal Qualities and Attributes

Be able to

- Communicate clearly orally and in writing
- Spell very accurately and write legibly
- Carry out calculations using the four rules of number (at least GCSE standard)
- Work flexibly and to recognise the specific demands of a school environment
- Work as part of a team and independently
- Take initiative, identify and solve problems
- Deal sensitively and effectively with people
- Find and use relevant information and refer to appropriate sources of information
- Respond appropriately to children in a school environment
- Understand, abide by, contribute to and promote all school policies
- Respond with empathy to parents and carers
- Liaise with a range of external providers to ensure high quality service
- Be able to use a range of ICT to ensure that the impact of interventions is measured, reports and records are kept up to date and the diary of appointments is effectively maintained.
- Understand the need for sensitivity and up-holding confidentiality when working with external and internal agencies



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### **Commitment To Safeguarding Children**

- To ensure awareness of school policy and procedures re Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses.
- To report all causes for concern to the Child Protection Officer
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out risk assessments in consultation with the teaching staff prior to activities.