



## Job Description

<b>Job Title:</b>		Assistant SENDCo			
<b>School:</b>		Benfield School			
<b>JE Code:</b>	A5042	<b>Evaluation:</b>	499 points	<b>Grade:</b>	N6
<b>Date:</b>	April 2022		<b>Status:</b>		
<b>Responsible to:</b>		Assistant Head Teacher/SEND Lead			
<b>Responsible for:</b>					
<b>Job purpose:</b>		<ul style="list-style-type: none"> <li>• To co-ordinate the school's process for EHCP for an identified caseload of pupils, resulting in quality assured and outcome focused plans</li> <li>• To co-ordinate the information and resources required to meet the needs identified in the EHCP</li> </ul>			

### Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To take lead responsibility/be a single point of contact for a portfolio of pupils with SEND, once statutory assessment has commenced, in terms of support for the pupil and family, liaison with parents, schools, professionals and Local Authorities as appropriate.
2. Ensure the EHCP assessment process is carried out efficiently and in line with the NCC process and meeting the prescribed timescales.
3. To work within statutory requirements and timeframes in the preparation, review and amendments of statutory plans (EHCPs).
4. To work with a wide variety of professionals including external agencies to promote improved outcomes for pupils and their families through the development and review of Education, Health and care plans.
5. Work in partnership with parents and ensure that pupils and their families are fully involved in the assessment process and that the pupil is fully involved in any decisions made about their child- This will involve acting as a key worker for some cases.
6. Provide advice and guidance to pupils and parents regarding options available to them in education, training or employment and to support transition planning.

7. Focus on outcomes for pupils with SEND, continually review opportunities to improve service efficiency and effectiveness to achieve consistent good practice.
8. Ensure that statutory, local and national performance indicators and targets are met
9. Provide feedback to managers to support evaluation of the process and advise managers on how the process can be developed and improved i.e. participate in strategic development of the EHC processes.
10. Use data collected to assess the impact of the EHCP on pupil achievement and contribute to the SEND Lead's performance management framework.
11. Prepare and present information to the school board as required.
12. Collate documentation to support the school for case conferences and strategy meetings.
13. Maintain and develop appropriate systems, including ICT, and processes within the team.
14. To participate in training and personal development activities which are appropriate to the role, to meet statutory and departmental requirements.
15. To comply with NEAT's policies and procedures in relation to safeguarding, GDPR, health and safety, confidentiality and equal opportunities.

**Trust responsibilities:**

16. Work to fulfil the vision and values of the trust.
17. Assist in maintain a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the schools/central team's health and safety procedures.
18. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
19. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
20. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
21. Participate in appraisal, training and development and other activities that contribute to performance management.
22. Attend and participate in regular team and 1:1 meetings.