



### Job Description

<b>Job Title:</b>		Assistant SENCO			
<b>School:</b>		Designated school(s) within NEAT, as specified by contract of employment			
<b>Date:</b>	Nov 2023	<b>Status:</b>	Final	<b>Pay Range:</b>	Main/Upper Pay Range plus TLR 2a
<b>Responsible to:</b>		Designated senior or middle leader within the school's organisation structure			
<b>Responsible for:</b>		Assisting in leading the work of SEN, with a particular focus on EY/KS1			
<b>Job purpose:</b>		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.			

#### 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.

#### General

1. Carry out the professional duties of a Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.

#### Key Functions

2. To assist the SENCO in leading the provision for SEN within Early Years and KS1
3. To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely
4. To develop curriculum resources to ensure that pupils identified as having SEN have the required levels of support
5. To support the SENCO in managing the implementation of an inclusive curriculum.
6. Within the context of the academy's aims and policies, to work with the SENCO to develop and implement intervention groups and support.

7. 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.
8. To support learning of pupils as allocated by the SENCO and in coordination with Phase Managers.
9. To manage and maintain provision maps.

### **Specific Responsibilities**

10. To lead on the provision of SEN in Early Years and KS1, including the allocation of support time and completing SEN paperwork.
11. 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.
12. Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
13. Ensuring that staff are kept informed of pupil's SEN and advise on areas to develop and support.
14. Working with the SENCO and other staff to ensure that IEPs are used to set subject specific targets and match work well to pupils' needs.
15. Using data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
16. To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
17. To work with the SENCO to promote an inclusive curriculum.
18. To liaise with and inform parents/carers about the specifics of the SEN provision for their child under direction of the SENCO.
19. To monitor the progress of students with SEN and advise the SENCO.
20. To support meetings of SEN staff, communicate information to staff and co-ordinate resulting action.
21. To offer and advice and support to teaching staff in providing a quality first teach approach, under the direction of the SENCO.
22. To support the process of access arrangements for KS1 SATs.
23. To deputise for the SENCO in matters relating to SEN.

**In addition, Upper Pay Range teachers are expected to:**

24. Make significant contributions to implementing workplace policies and practice and to promote their implementation.
25. Give advice on the development and wellbeing of children and young people, if required.
26. Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

**Trust responsibilities**

27. Work to fulfil the vision and values of the trust.
28. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
29. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
30. Promote and safeguard the welfare of children and young persons 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.
31. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
32. Participate in appraisal, training and development and other activities that contribute to performance management.
33. Attend and participate in regular team and 1:1 meetings.