



## Assistant SENDCO Job Description

<b>Post</b>	Assistant SENDCO
<b>Responsible to</b>	SENDCO
<b>Permanent or Fixed Term</b>	Permanent
<b>Grade &amp; Range</b>	NJC APT&C Pay Scale Grade 8 Point 25-30 £36,363 - £40,777 Plus Discretionary Honorarium
<b>Actual Salary Range</b>	£33,175 - £37,202 Plus Discretionary Honorarium
<b>Worked Weeks per Year</b>	Term Time plus 3 weeks
<b>Paid Weeks per Year</b>	47.57
<b>Start Date</b>	ASAP

### **Purpose of role:**

The position of Assistant SENDCO at Lancaster High School is a key role in our inclusive, community school.

The Assistant SENDCO will lead provision for all pupils who have additional learning needs and work alongside the SENDCO to secure excellent outcomes for pupils with SEN. They will be committed to breaking down any barriers to learning by deploying the support team and identified resources in effective and creative ways to meet the requirements of individual pupils with additional and different learning needs.

### **Key accountabilities (and specific duties / responsibilities):**

#### **Responsibility for the aspects of provision for pupils with SEND, including:**

- SEND Assessment, recording and reporting
- Resources and accommodation
- The work and professional development of staff in the department
- Intervention planning and delivery

The post-holder will be an experienced staff member who has a proven tracked record of supporting SEN pupils to make excellent progress, shows a high level of commitment to the school and offers positive support for our aims, values and future development.

#### **Responsibility for the leadership of SEND, including:**

- To work closely with the Senior Leadership Team and colleagues in the strategic development and implementation of the school's Special Educational Needs (SEND) policy and to ensure the objectives to develop SEND are reflected across the whole school.





- To be responsible for high quality support and provision for all pupils with SEND
- To line-manage effectively the team of TAs who provide in-class, small group and 1:1 support
- To ensure the effectiveness of all support, intervention and teaching for SEND pupils through careful monitoring, self-evaluation, appropriate follow-up and support
- To promote the highest of expectations and inspire innovation and challenge for all learners
- To ensure the learning needs of every SEND student are met and to respond proactively where gaps in performance become evident from data analysis
- To work closely with colleagues across the Bay Learning Trust to share best practice across our family of schools.

**Responsibility for teaching and learning, including:**

- To gather appropriate and suitable evidence from teachers to inform Access Arrangements and oversee the management of associated testing.

**Responsibility for recording and assessment, including:**

- Set appropriately challenging targets for raising achievement among pupils with SEND and monitor progress against targets for all SEND pupils
- Lead reviews and provide documentation and information to inform subject staff of pupils' needs
- Collect and interpret specialist assessment data.
- Set up systems for identifying, assessing and reviewing pupils with SEND, in line with the Code of Practice 2001. This will include liaison with the pupil, Lancaster High School, parents, professions and other agencies for applications for EHCP and EHCP reviews.
- Attend consultations with parents and keep them informed about their child's progress
- Organise assessments for the provision of exam concessions
- Liaise with the SENDCO and Examinations officer to coordinate and provide for pupils' needs for examinations
- Manage and update Provision Maps to keep subject staff informed of pupils needs.

**Departmental responsibilities, including:**

- To be responsible for organising support for pupils with SEND through in-class support from teaching assistants or from specialist teachers and professionals
- To maintain the learning support department facility





- To take the lead in the appraisal and quality assurance of Learning Support staff and their work
- Provide opportunities for the development of staff skills and knowledge.

**The duties may be varied by the Headteacher or SENDCO to meet changing requirements at a level appropriate to the post.**

**General Duties:**

- To ensure that GDPR principles are applied in all areas of work.
- To work flexibly as part of the team to meet any emergencies that may arise
- Promote the safeguarding of all pupils in the school.
- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

It is the Academy's intention that this job description is seen as a guide to the major areas and duties for which the Assistant Head of Maths is accountable. However, this may change and the post holder's obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

**Safeguarding:**

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be subject to safeguarding checks and required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS)."





## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Experience of working with children with special educational needs</li><li>• Relevant and recent CPD</li></ul>	<ul style="list-style-type: none"><li>• Qualified Teacher Status</li><li>• Degree (or equivalent) in a relevant subject</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Awareness and understanding of children's development</li></ul>	<ul style="list-style-type: none"><li>• Involvement in co-curricular activities</li><li>• Relevant experience of working in the secondary phase</li><li>• Knowledge and experience of the Graduated Response Framework</li><li>• Involvement in co-curricular activities</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Curriculum 11 - 16</li><li>• Current educational issues</li><li>• Ensuring the highest standards of safeguarding are implemented within school</li></ul>	<ul style="list-style-type: none"><li>• Identifying, assessing and reviewing pupils with SEND for applications for EHCP and EHCP reviews</li><li>• Gathering appropriate evidence from teachers to inform Access Arrangements</li><li>• Management and updating of Provision Maps</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Demonstrate excellent communication and interpersonal skills</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Fully supportive of Lancaster High School vision and values</li><li>• Build and maintain effective relationships</li><li>• Demonstrate personal enthusiasm and commitment</li><li>• Prioritise, plan and organise themselves</li><li>• Think creatively to anticipate and solve problems</li><li>• Listen to and reflect on feedback</li><li>• Develop effective teamwork</li></ul>	

