# Image previewASSISTANT SENDCO

# JOB DESCRIPTION

**Job Title/Post**: Assistant SENDCO

**Salary:**  TLR 2B

**Immediate responsible to:** Assistant Headteacher SEND

Deputy Head Teacher and

ultimately Head Teacher

**Job Purpose**

To assist the Assistant Headteacher in charge of SEND in raising standards of student attainment and achievement in line with national and school policies/priorities and the SEND Code of Practice. This will include assisting in developing the quality of SEND provision; monitoring and supporting student progress to raise standards in the quality of learning and communicating with parents and external agencies.

To deputise for the Assistant Headteacher and be responsible for the department during periods when they are out

General Responsibilities

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| 1. | To implement the aims and objectives of the school. |
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| 2. | To undertake such duties and administrative tasks as may be reasonably directed by the AHT. |
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| 3. | To participate in and contribute to appropriate CPD provided by the school and Local Authority. |
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| 4. | To assume a reasonable proportion of the corporate responsibility for the behaviour, supervision and safety of students whilst on school premises and/or on official out of school activities. In particular, to carry out a share of supervisory duties in accordance with published rosters. |
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| 5. | To contribute to broader aspects of school life as opportunity and situations make relevant. |
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| 6. | Attend and participate in open/parent evenings. To contribute to major school events in an appropriate fashion. |
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| 7. | Attend team and staff meetings within and beyond the school that are relevant to the post, with respect to meetings in school to represent views relevant to the SEND Department. |
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| 8. | To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. |
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# Principle Responsibilities

1. To work closely with the AHT to monitor the effectiveness and development of the whole department.
2. In partnership with the AHT, to be accountable for the overview of provision mapping for SEND students, ensuring that students learning needs are prioritised and met.
3. In partnership with the AHT, to develop strategies ensuring that SEND students make outstanding progress.
4. To be accountable for monitoring the progress, achievement and pastoral care of students on the SEND register.
5. To ensure that the school meets the requirements of the SEND Code of Practice.
6. To contribute to the school’s multi-agency approach to student welfare.
7. To liaise with the AHT in order to complete annual reviews.
8. To deputise for the AHT as necessary.
9. To support the identification, assessment and securing of access arrangements for public and internal examinations.
10. To work with the AHT to carry out the Performance Development process for HLTAs and TAs, identifying training needs of the department.
11. To support transition of SEND students at KS2-3 and KS4-5.
12. Work with the AHT to develop INCLUDE to be a nurturing and supportive environment to support students with additional needs so they can flourish in education and achieve the best outcomes possible.
13. To work closely with the AHT to monitor the effectiveness of the department and contribute towards the completion of the department’s development plan.

**Teaching and Learning**

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| 1. | Setting and maintaining high standards of teaching and learning across the age and ability range. |
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| 2. | To contribute to the teaching within the school as may reasonably be directed by the Deputy Headteacher. |
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| 3. | In the absence of the AHT, ensuring that appropriate HLTA and TA deployment is in place. |
| 4. | To coordinate interventions for students with SEND. |
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| 5. | To identify and assess the learning needs of students. |
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6. To work with staff to ensure a thorough knowledge of students’ needs and how best to support these students in lessons.

7. To undertake a programme of SEND training potentially including the NASENCO/Leadership SENCO NPQ.

8. To contribute to maximising the impact of TAs and HLTAs.

9. To work with the AHT to plan and deliver appropriate CPD within the department and across the school.