



JOB DESCRIPTION

Assistant SENDCo

Teach the children with all kindness and gentleness possible.'

Marie Madeleine D'Houet (1781 – 1858)

'Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.'

FCJ Education: Our Vision and Values (2013)

Within the context of the FCJ Vision Statement and the School's Mission Statement and its aims and objectives, the post includes the following responsibilities:

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet and the FCJ Education: Curriculum Leadership booklet.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our safeguarding and child protection policies
- Work to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

The following job description is for the guidance of candidates as to the requirements of the post.

- **PURPOSE:**

As Assistant SENCO, you will work closely with the SENCO and wider pastoral and teaching teams to ensure high-quality provision for students with special educational needs and disabilities. This is an exciting opportunity for an individual with a strong interest in SEND who is looking to take the next step in their career.

RESPONSIBLE TO: SENDCo

DISCLOSURE LEVEL: Enhanced

MAIN DUTIES

- Support the SENCO in the day-to-day operation of the SEND policy and coordination of provision.
- Assist in the identification of students with SEND and contribute to the assessment and review process.
- Support the development and implementation of EHCPs, and other support plans.
- Liaise with staff, parents/carers, and external agencies to ensure effective communication and support.
- Monitor and track the progress of SEND students and contribute to data analysis and reporting.
- Deliver or coordinate interventions and in-class support as required.
- Provide guidance and CPD to teaching and support staff on inclusive practices and differentiation.
- Contribute to the strategic development of SEND provision across the school.
- To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely.
- To develop curriculum resources to ensure that pupils identified as having SEN have the required levels of support.
- To support the SENCO in managing the implementation of an inclusive curriculum within the context of the schools aims and policies.
- To work with the SENCO to develop and implement intervention groups and support.
- 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.
- Under the direction of the SENCO, collate and prepare information relating to assessments, statements and referrals to other agencies.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives, providing feedback and reports to teachers to provide evidence of the range and level of progress and attainment.

- Provide support with High Needs Funding Applications and the tracking of funding.
- Attend pupils review meetings and prepare paperwork.
-
- Analyse and implement strategies to assist access arrangements for students during assessments.
- Attend meetings with Trust and outside agencies as directed by SENCO.

Person Specification

Experience

- A strong understanding of SEND and inclusive education.
- Experience working with students with a range of additional needs.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with staff, students, and families.
- Strong organisational and time-management skills.
- A commitment to safeguarding and promoting the welfare of children and young people.

Desirable:

- HLTA qualification
- National Award for SEN Coordination (or willingness to work towards it).
- Experience in writing and reviewing EHCPs.
- Knowledge of current SEND legislation and the SEND Code of Practice.
- Experience in leading interventions or support programmes.
- Familiarity with assistive technology and inclusive classroom strategies.

This job description is not exhaustive and will be reviewed regularly. From time to time, the post holder may be asked to carry out other duties, as directed by the Headteacher, commensurate with the grading of the post.