

Job Description and Person Specification Assistant Trust SENCO

Role and Context	
Job Title	Assistant Trust SENCO
Salary Grade	Up to MPS6
Job Type	Full Time
Reports to	Head of Quality Assurance for Inclusion
Effective Date	01/09/2021
Team	The Trust Inclusion Team
Job Purpose	To work under the guidance of the Head of Quality Assurance of Inclusion to assist the Trust SENCO in leading and managing the provision of special educational needs learning support; and to take on the role of Assistant Trust SENCO to support high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils across the HEART Education Trust.
Other Information	This is a Trust based role and will require post holders to move between Trust sites. Not suitable for NQTs The opportunity to undertake the National Award for SENCOs could be available to the right candidate in the future.
Principal Accountabilities	
<ol style="list-style-type: none"> 1. To assist the Trust Lead SENCO in leading the provision for special educational needs within school, liaising with the Headteachers as required 2. To manage appropriate SEND resources and to ensure that they are used efficiently, effectively and safely 3. To develop curriculum resources to ensure that pupils with SEND have the necessary levels of support 4. To support the Trust Lead SENCO in managing the implementation of an inclusive curriculum 5. To support the Trust Lead SENCO in sustaining the effective teaching of pupils with SEND across the school leading to high quality outcomes 6. To support the provision of SEND, including the allocation of support time, the writing of individual education plans and applying for statutory EHC plans as required 7. To liaise with relevant outside agencies to ensure that the SEND needs of individual pupils are met effectively 8. To ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies 9. To ensure that the SEN Register is kept accurate and up to date and that staff are kept informed of pupil special educational needs 10. To support teachers to set subject-specific targets and match work well to pupils' 	

needs

11. To support the monitoring of the effectiveness of individual education plans and arrange and chair annual reviews
12. To support the Inclusion Team in the devising, implementation and updating of Learning Support Team policies which reflect the school's commitment to high achievement, and effective teaching and learning
13. To analyse and interpret relevant national, local and school pupil data, plus research and inspection evidence, practices, expectations, targets and teaching methods
14. To use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils
15. To support the Trust Lead SENCO to lead the production of Special Educational Needs Action Plans as part of the individual School Improvement and Development Plan across the schools in the HEART Education Trust, to include staff development and training implications
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 Head of Quality Assurance for Inclusion SENCO to promote an inclusive curriculum
18. monitor with the SENCO the day-to-day management of the Learning Support work areas, creating a safe, effective and stimulating environment for the teaching and learning of Learning Support
19. To work with the SENCO to manage the budget and resources allocated to pupils with SEND
20. To support the SENCO in benchmarking identification and provision against local, regional and national data sets, as required
21. To undertake other duties, as required by the Head of Quality Assurance for Inclusion, as appropriate to the grade of the post

In order to perform this role well, the Assistant SENCO is expected to:

- maintain a thorough working knowledge of the school's policies and procedures related to SEND, including the SEN Information Report, Child Protection, Safeguarding and Inclusion policies
- regularly attend relevant training and development events
- act in the best interest of all the pupils of the school; and behave in a professional manner, including maintaining confidentiality as required

Person Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good honours degree • Qualified teacher status 	Evidence of professional development in SEND
Experience	<ul style="list-style-type: none"> • Experience of working in a mainstream primary setting with evidence of having achieved successful pupil outcomes • Experience of meeting the needs of children with special educational needs in a mainstream setting and achieving successful outcomes for these pupils 	<ul style="list-style-type: none"> • Experience of teaching across all key stages (EYFS, KS1, KS2) with evidence of having achieved successful pupil outcomes • Experience of working with children with ASD and ADHD
Skills/Knowledge	<ul style="list-style-type: none"> • Ability to work with, lead and organise a team of professional colleagues • Ability to relate well to students with special educational needs • Ability to liaise effectively with other professionals in and out of school and with parents / carers • Knowledge of and experience of the classroom environment • ICT, organisational, time management and administrative skills • Oral and written communication skills • Ability to deal well with challenging behaviour • Ability to work with large groups of students, including whole classes 	<ul style="list-style-type: none"> • Knowledge and understanding of the SEND Code of Practice • Knowledge of a range of strategies and interventions for supporting pupils with special educational needs



	<ul style="list-style-type: none">• Ability to plan work for groups and individuals and to assess students' progress• Flexible attitude to work• Willingness and ability to continue learning• Commitment to undertake in-service development including courses leading to relevant qualifications if necessary• The ability to work under pressure to meet deadlines	
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General Information

All work performed/duties undertaken must be carried out in accordance with the Trust's policies and procedures, within legislation, and with regard to the needs of our stakeholders and the community we serve.

Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the role, as requested by management.

This job description is subject to regular review.