

Job Description

Post Title	Assistant SENDCo
Salary Grade	MPS/UPS + TLR 2A (£3,214) + SEN Allowance (£2,539)
Reporting To	SENDCo
Responsibilities	To work alongside the SENDCo to ensure the strategic development of the school's Special Educational Needs (SEN) provision and have oversight of the day-to-day operation of SEND provision to effectively identify needs and support the progress and achievement of students with SEND.
Job Purpose (including main duties and responsibilities)	
<p>The Assistant SENDCo, under the direction of the SENDCo and the Headteacher, will:</p> <ul style="list-style-type: none"> • Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND. • Provide professional guidance to colleagues, working closely with staff, parents and other agencies • Fulfil the responsibilities of a teacher 	
Leadership and Management	
<ul style="list-style-type: none"> • Work with the SENDCo to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements • Support the SENDCo in analysing and interpreting relevant school, local and national data with regard to SEND • Contribute to the school improvement plan and whole-school policy and oversee the SEND development plan, measuring impact and overall effectiveness • Under the guidance of the SENDCo work closely with, and consult, those teachers who are responsible for curriculum or pastoral areas, ensuring continuity and progression for all SEND students • With support of the SENDCo, identify and adopt the most effective teaching approaches for pupils with SEND and share these approaches with colleagues • Share procedural information, such as the school's SEND policy • Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND • Under the guidance of the SENDCo manage processes and systems for quality assurance for all SEND students across the school 	
Strategic Development of SEN Policy and Provision	
<ul style="list-style-type: none"> • Have an overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision • Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND • Ensure the SEND policy is put into practice and its objectives are reflected in the school development plan (SDP) where appropriate • Work with the SENDCo to maintain up-to-date knowledge of national and local 	

initiatives that may affect the school's policy and practice

- Support the SENDCo in evaluating whether funding is being used effectively and suggest changes to make use of funding more effective

Operation of SEN policy and co-ordination of provision

- Support the SENDCo in maintaining an accurate SEND register and provision map.
- Provide guidance to colleagues on teaching pupils with SEND and advise on the graduated approach to SEND support
- Be aware of the provision in the local offer and the systems and processes required by the Local Authority in the administering of statutory provision
- Work with other schools, educational professionals, health and social care professionals, and other external agencies.
- Support the SENDCo in analysing assessment data for pupils with SEND
- Implement and lead intervention groups for pupils with SEND and evaluate their effectiveness

Support for pupils with SEN or a disability

Under the guidance of the SENDCo contribute to:

- Supporting the identification of a pupil's SEND and ensure timely implementation of appropriate provision following the graduated approach.
- Co-ordinating provision that meets the pupil's needs and monitor and evaluate its effectiveness.
- Ensuring appropriate access arrangements for exams are in place (working alongside relevant staff).
- Making relevant referrals to support student needs as appropriate.
- Ensuring records are maintained and kept up to date.
- Reviewing the education, health and care plan (EHCP), in line with statutory and local guidance, and in partnership with parents/carers and other professionals.
- Communicating regularly with parents or carers in relation to SEND needs and provision.
- Ensuring that all relevant information is conveyed during transition points.

Safeguarding Pupils

- Have due regard for safeguarding and promoting the welfare of pupils ensuring that child protection procedures are adopted and adhered to by the academy
- Ensure that the highest priority is given to following the guidance and regulations to safeguard children and pupils
- Ensure the safety and welfare of children, pupils and vulnerable adults at all times
- Report to the appropriate authorities any concerns relating to child protection or protection of vulnerable adults
- Ensure all stakeholders have undergone the statutorily required clearance

Accountability

- Work closely with the SENDCo
- Ensure that parents and pupils are well informed about progress and are able to understand targets for improvement
- Carry out such other duties as required by the Headteacher

Sound knowledge of the SEND Code of Practice		A/I/R
Understanding of what makes 'quality first teaching', and of effective intervention strategies		A/I/R
Ability to plan and evaluate interventions		A/I
Ability to analyse and interpret data and to use this to inform provision planning		A/I
Ability to be flexible and adaptable		A/I/R
Excellent written and verbal communication skills		A/I/R
Effective time management.		A/I/R
Ability to manage change and prioritise competing deadlines		A/I
Excellent record keeping skills		A/I
Ability to build effective working relationships		A/I/R
Effective communication and interpersonal skills		A/I
Personal Attributes		
Commitment to getting the best outcomes for students and promoting the ethos and values of the school		A/I
Commitment to equal opportunities and securing good outcomes for students with SEN and/or a disability		A/I
Commitment to maintaining confidentiality at all times		A/I
Commitment to safeguarding and equality		A/I/R
Exceptional role model with the highest standards of integrity		A/I/R
Willingness to ask for advice and support where necessary		A/I
Ability to make difficult decisions based on putting the pupils first		A/I

Candidate Information

Prosper Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

1. School Contact Details

Address: Mary Astell Academy, Linhope Road, Newcastle upon Tyne, NE5 2LW

Phone: 0191 2674447

E-mail: admin@maryastellacademy.co.uk

Website: www.prosperlearningtrust.co.uk

2. Specific Details

Employer:	Prosper Learning Trust
Date of Appointment:	January 2024/ April 2024
Salary Range	MPS/UPS + TLR 2a (£3214)