

# Assistant to SENDCo

## Job Description



<b>POST:</b>	Assistant to SENDCo
<b>START DATE:</b>	January 2021
<b>RESPONSIBLE TO:</b>	SENDCo and Principal
<b>SALARY:</b>	SCP 19-23 £19,166 - £20,866 (FTE £25,481 - £27,741)
<b>LOCATION:</b>	Oasis Academy Sholing, Southampton
<b>WORKING PATTERN:</b>	32.5 hours per week, Term time only
<b>DISCLOSURE LEVEL:</b>	Enhanced

### THE APPLICANT WILL:

- Complement the professional work of the SENDCo and provide additional support in leading and managing the provision attached to driving the educational achievements of those students with additional needs.
- Support the implementation of the Academy's SEND policy for those students with additional needs.
- Develop and lead a series of high impact interventions in relation to literacy and numeracy outcomes.
- Liaise with teaching staff in relation to students with additional needs and develop packages of support that show clear accountability of progress and attainment for students with additional needs.
- Liaise with the teaching staff to assist with a programme of integrated learning within mainstream education.
- Work with the SENDCo to develop a programme of coaching and mentoring for the learning support assistants in line with the specific areas within the SEN Code of Practice.
- Manage a team of Learning Support Assistants in supporting packages of 1-1 and small group interventions for students with additional needs providing daily direction and performance management
- Manage a team of learning support assistants in evidencing progress and attainment of students who receive additional support.
- Maintain a good working knowledge of the SEN Code of Practice and all areas of key focus within the document.
- Lead on developments of SEND Code of Practice and support the SENDCo in implementing changes within the mainstream education through teaching staff for students with additional needs.
- Support the development of the understanding of the Code of Practice for teaching staff, learning support assistants and parents.
- Develop specific focus for the team of Learning Support Assistants in direct relationship with the SEN Code of Practice.
- Deputise for the SENDCo as and when necessary.

# Job Description

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- Create and maintain student information profiles in line with the SENDCo and liaise with and communicate this information to all teaching and support staff.
- Maintain evidence of written and verbal reports, showing robust systems of monitoring a student's progress and additional needs.
- Monitor and track those students who are identified on the SEN register and evidence impact, progress and attainment.
- Build trusting and professional relationships with students who receive support and parents and provide feedback to parents in relation to the support available and the progress evidenced by the students.
- Manage and monitor the provision / resource base available to small group and 1-1 interventions in line with direction from the SENDCo.
- Support students with additional needs within the classroom.
- Manage the 'plan, do, review' process of the SEN Code of Practice, in line with the SENDCo, for all students identified with additional needs.
- Liaise with support agencies in relation to students identified with additional needs and an awareness of referral pathways and thresholds for services.
- Have a good working knowledge of the processes of integrated assessments for Education, Health and Care Plans.
- Have a good working knowledge of the literacy and numeracy curriculum and the key markers for progress in line with national expectations for students.
- To assist with exam access arrangement testing and to support students in exams.

## **SUPPORTING THE ACADEMY**

- To support the aims, values and policies of the academy and participate in a team approach to all aspects of the academy.
- To attend and contribute to regular staff meetings and in service training, and identify personal development needs.
- To comply with all policies, procedures and working practices relating to safeguarding young people (child protection), health and safety, confidentiality and data protection.

## **ADDITIONAL DUTIES**

- The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate training to carry out these duties.

## **SAFEGUARDING**

- To contribute to the development of students emotional wellbeing.
- To adhere to the academy's safeguarding policy.
- To attend relevant training and keep up to date with national requirements.

Oasis Academy Sholing are committed to safeguarding and promoting the Welfare of young people and expect all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

# Person Specification



## ESSENTIAL

## DESIRABLE

Qualifications	
Appropriate academic qualifications to at least GCSE grade A-C / 9-4 standard in English and Maths	Training courses on SEND areas

Knowledge	
At least 2 years' experience of working with / co-ordinating the learning of children with SEN within an education setting	
A good understanding of the school curriculum, and the day to day running of a school	
Understanding of school administration systems and procedures and proven administrative experience or ability	
Knowledge and understanding of national and regional education issues relating to provision for students with additional needs	
Understanding of how to track student achievement using data and of intervention strategies to raise achievement	

Skills	
Ability to observe, monitor and analyse learning and learning outcomes in a practical context	
Ability to review data to identify where intervention is required	
Creative ability for devising and making learning resources	
Ability to communicate information and ideas effectively to a range of audiences, including children with specific learning and/or behavioural needs, parents and colleagues, through good written and oral communication skills	
Ability to work with, support, understand and empathise with students and parents	
Ability to analyze problems, reach considered judgements, resolve issues and delegate effectively.	
Ability to work well as a member of a team	
Ability to use own judgement and initiative	

**Commitments**

Commitment to safeguarding and promoting the welfare of children and young people	
Willingness to undergo appropriate checks, including enhanced DBS checks.	
Willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.	

**Personal**

Energy, enthusiasm and flexibility	
Resilience and a positive outlook on life	
Motivation to work with children and young people.	