

**Job Description:**

Post: Assistant SENDCo

Contract type: Fixed Term (Maternity Cover)

Scale: Grade 9 (23 - 26, £32,076 - - £34,834 pro rata - £21,806 - £23,681 actual salary)

Hours: 30 hours per week, term time only

Commences: TBD

Responsible to: AHT (SENCo)

Core purpose

To work closely with the SENDCo in all matters relating to SEND and assist in leading and managing the provision of special educational needs across the school.

Main Duties and Responsibilities for SENDCo Assistant

- Assist with the smooth day-to-day running of the SEND Department
- Assist the SENDCo with the identification, assessment and provision for pupils with Special Educational Needs or Disabilities and to deputise for the SENDCo when required
- Teach literacy (based on synthetic phonics) to identified individuals
- Plan and teach interventions
- Support SEND provision mapping, keeping up to date records of interventions and impact data
- Help to complete, review and regularly update Pupil Profiles and the SEND Register
- Consult, liaise and communicate with parents and external agencies verbally, electronically and in writing as appropriate. This includes tours of the school and parent forums
- Lead on some EHCP Annual Reviews and parental meetings for SEND Support students,
- Liaise with class teachers and Heads of Year in relation to students with SEND
- Contribute regularly to the professional development of TAs through learning walks and observations providing advice and constructive feedback
- Support the recruitment / induction / performance management / mentoring of other teaching assistants
- Actively promote and model the safeguarding principles of the school and ensure inclusion for all
- In exceptional circumstances to supervise groups of pupils during lessons in the absence of a member of teaching staff
- Ensure confidentiality at all times adhering to the Data Protection Act, KCSIE and other relevant legal requirements.
- To occasionally escort and supervise pupils on educational visits and out of school activities.

Notes

The postholder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the head teacher.

This job description may be amended at any time in consultation with the postholder.