

ASSISTANT SENDCO

The County High School, Leftwich

Grade 8

SCP 24 – SCP 28

Job Description & Person Specification

Job Description

Reporting to

Assistant Headteacher, SENDCo

Purpose of the role

To support the Assistant Headteacher in the day-to-day coordination, delivery and review of SEND provision across the school, working with teachers, Learning Support Assistants and wider support teams to identify need, remove barriers to learning and ensure that students with special educational needs and disabilities receive high-quality, targeted support, including planning, and delivering targeted interventions.

Main Responsibilities

1. Work with the Assistant Headteacher, SENDCO and wider support teams to identify barriers to learning, assess student needs and plan and deliver appropriate provision for students with special educational needs and disabilities.
2. Deputise for the Assistant Headteacher, SENDCo when required, including supporting the day-to-day leadership, organisation and communication of SEND provision across the school.
3. Plan, prepare and deliver targeted learning activities, interventions, and small-group teaching to address gaps in learning, strengthen confidence and support students to access the curriculum successfully.
4. Support teachers and Subject Leaders to adapt resources, explanations, routines and approaches so that lessons are inclusive and meet the differing needs of students, including those with cognition and learning needs.
5. Contribute to the planning, monitoring and review of provision for students with EHCPs, including preparation for and participation in Annual Reviews, student voice activities and parent/carers meetings.

6. Line manage Learning Support Assistants, providing day-to-day guidance, coaching and feedback to help ensure consistent, effective support for students.
7. Support the effective deployment of Learning Support Assistants and resources, ensuring support is targeted where it will have the greatest impact and adjusted in response to changing student need.
8. Use assessment information, teacher feedback, observation and intervention records to monitor student progress, evaluate the impact of support, and identify next steps.
9. Support the Assistant Headteacher, SENDCo in producing, maintaining and sharing clear information about student needs, strategies and provision so that staff are well informed and able to support students effectively.
10. Coordinate, organise and support access arrangements for students who require them, working within school systems and relevant guidance.
11. Liaise professionally with parents/carers, teachers, pastoral teams, external professionals and local agencies to promote joined-up support and clear communication around student progress, engagement and need.
12. Contribute to monitoring and evaluation of SEND provision through learning walks, work scrutiny, student voice, review of intervention records and other evidence-gathering activities.
13. Model effective inclusive practice and contribute to the development of colleagues through sharing strategies, resources and examples of good practice.
14. Promote an inclusive learning environment by encouraging participation, resilience, positive relationships, independence, self-regulation and high expectations for all students.
15. Contribute to the smooth running of the Learning Support department, including administrative tasks and referrals, preparation of resources and wider departmental priorities as directed by the Assistant Headteacher, SENDCo.

Other

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.

Person Specification

	Desirable	Essential
Qualification		
GCSE or equivalent qualifications in English, Math's, and Science		✓
Appropriate degree	✓	
Other relevant qualification	✓	
Experience		
Successful experience working in a school		✓
Knowledge & Skills		
Enthusiasm for learning and the ability to generate this in others with a commitment to developing strength and depth in subject knowledge		✓
Ability or potential to use and interpret data		✓
Ability to support the development of high-quality resources		✓
Knowledge of the national secondary educations system and an understanding of Special Educational Needs and Disabilities		✓
Experience of implementing effective and systematic behaviour management		✓
Good ICT Skills		✓
Ability to relate to teachers, other professionals, parents/carers and students		✓
Very good oral and written communication skills		✓
Commitment to equality of opportunity and the Safeguarding and welfare of all students		✓
Attributes		
Ability to relate to and promote the ethos of the school		✓
Commitment to regular and ongoing professional development and training to establish outstanding classroom practice		✓
Excellent punctuality and attendance		✓
Resilient, motivated and committed to achieving excellence and meeting deadlines		✓
Commitment to raising standards and achievements		✓
Genuine passion and belief in the potential of every student		✓
Ability to support whole-school initiatives and developments		✓
Act as a role model for staff and students		✓
Suitable to work with children		✓