



Assistant SENDCO

Job Description & Person Specification

Job Description for Assistant SENDCO

Grade: Emmaus Catholic MAC Pay Scales
Grade 7 (SCP 18-23)

Line Manager: Assistant Principal/SENDCO

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

Level 4 staff work under an agreed system of guidance and management with a greater degree of autonomy. They complement the professional work of teachers by taking responsibility for agreed learning activities. To be read in conjunction with Section 133 Regulations relating to specified work.

Key Features:

- To provide specialist skills and knowledge, at an advanced level, across a range of disciplines to support teaching staff in the development and education of children.
- To be responsible for the management and development of a specialist area within the school and/ or line management responsibility for other classroom support staff.
- To work with the SENDCO and other staff in supporting vulnerable learners and students with SEND
- Have a detailed understanding of the SEND code of practice.

SPECIFIC RESPONSIBILITIES

DUTY HOURS

The postholder will be required to work 35 hours per week, 5 days per week, term time only + 5 training days per year.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Support for Pupils

- Use advanced specialist skills to meet the intellectual, physical, social, and emotional needs of pupils.
- Complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- Assess the needs of pupils and use detailed knowledge and advanced specialist skills to support pupils' learning.
- Take a lead role in managing and delivering pastoral support, including planning, and delivering learning activities for groups of students.
- Manage the supervision of pupils not otherwise working to a normal timetable.

Support for Teacher/School

- Organise and manage sessions with groups of pupils in planned educational settings.
- Monitor and assess individuals and groups of pupils in planned educational setting.
- Provide formal feedback and reports as required on pupil achievement and progress.

- Line management responsibility including the allocation and monitoring of work, holding regular team and supervision meetings with other classroom-based support staff in accordance with school policies.
- Plan, prepare and deliver learning activities for individuals, groups, or whole classes.
- Record progress and achievement systematically and provide evidence of range and level of progress.
- Develop and implement ILSP's/Pupil Passport and Learning Plans.
- Supporting the Assistant Head/SENDCO with specialist administration, preparing for meetings and EHCP applications.
- Undertake specialist work with individuals/groups of pupils for which an additional qualification may be required.
- Be a member of the Support Staff Management Team.
- Manage provision for identified pupils.
- Lead for the whole school in specialist area and share expertise and skills with others.
- Organise and manage appropriate learning environment and resources.
- Monitor and evaluate pupil responses to learning through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Administer and assess/mark tests and invigilate exams/tests.
- Produce lesson plans/worksheets etc.
- Use ICT to support learning activities and develop pupil's competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupil's interests, language, and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aids/resources/equipment
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.
- Manage liaison with feeder schools and other relevant bodies to gather pupil information.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, and data protection. reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings, as required.
- Provide cover for the whole class in the event of short-term teacher absences and PPA time.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



Person Specification for Assistant SENDCO

Qualifications and Training	Essential	Desirable	Evidenced
HLTA Status (or commitment to train at Level 4 or 5 while employed)	✓		App
GCSE's 4 and above in Maths & English	✓		App
Level 3 qualification in Supporting Teaching and Learning in Schools, or equivalent	✓		App
Higher level qualification in Childcare and Education		✓	App
Training and accreditation in relevant "specialist" areas beneficial to the school. E.g. a particular curriculum area or learning area e.g. science, maths, bi-lingual, SEN, behaviour		✓	App
Emotional Literacy Support Assistant qualification		✓	App
Knowledge and Experience			
A minimum of 3 years' experience in a similar role or setting	✓		App
Demonstrable experience of working with or caring for children of a relevant age	✓		App, Int
Full working knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities, and child protection	✓		App, Int
Working knowledge of national curriculum and other learning programmes/strategies	✓		App, Int
Understanding of the principles of child development and learning processes	✓		App, Int
Experience of supporting teaching staff in the development and education of pupils, including the provision of specialist skills and knowledge	✓		App, Int
Understanding of statutory frameworks relating to teaching	✓		App, Int
Experience of leading interventions to narrow gaps in learning	✓		App, Int
Practical Skills			
Listens well and communicates clearly and fluently with colleagues	✓		App, Int
Works effectively with a broad range of stakeholders and partners	✓		App, Int
Demonstrate good numerical and verbal reasoning skills and literacy skills and can produce documentation to a high standard	✓		App, Int, Ref
Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning	✓		App, Int
Committed to safeguarding and welfare of all pupils	✓		App, Int, Ref
Personal Qualities and Attributes			
Reliable, Trustworthy, Courteous	✓		Int, Ref
Understanding of Equality & Diversity	✓		App, Int, Ref
Motivation to continually improve standards and achieve excellence	✓		App, Int, Ref
Genuine passion and belief in the potential of every student	✓		App, Int, Ref
Able to lead and work constructively as part of a team with an understanding of roles and responsibilities and own position within these	✓		App, Int, Ref
Ability to organise, lead and motivate a team	✓		App, Int, Ref
Ability to relate well to children and adults	✓		App, Int, Ref

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. All applicants must be able to provide documentation to prove their right to work in the UK.

App – Application
Int – Interview
Ref - Reference