

## JOB DESCRIPTION: Assistant SENCo KS4 and KS5

The following job description is for the guidance of candidates as to the requirements of the post.

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| PURPOSE:          | To assist the Director of Learning Support/SENCo in the smooth and efficient running of the Learning Support Department. |
| RESPONSIBLE TO:   | Director of Learning Support/SENCo   |
| DISCLOSURE LEVEL: | Enhanced   |
| SALARY/GRADE:     | NJC 12-15 with an allowance equivalent to TLR 2c (£6960), pro rata.  |
| WORKING TIME:     | Full time - 34 hours per week, term time only/40 weeks per year approx.  |

### Main (core) duties:

- Alongside the Director of Learning Support/SENCo, contribute to the ongoing process of auditing EHCPs and ensuring that all statutory provision is in place
- Contributing to information gathering and collation in advance of Annual Reviews and attending meetings for key students
- Gathering feedback for and leading termly Personal Learning Plan meetings with SEND parents and students
- Providing an overview of progress to Assistant Headteachers and Heads of Year with regards to SEN students across four year groups
- Line managing teams of KS4 and KS5 LSAs through weekly team supervision meetings and the appraisal process
- Contributing to training and professional development for main school staff in the areas of SEND provision and practice
- Providing advice and support to colleagues about ways to ensure that students with SEND achieve outcomes and make progress
- Regular communication with a range of stakeholders, including parents, colleagues, local authority partners
- Troubleshooting and resolving unexpected situations which might arise during the day
- Contributing to the process of requesting EHC Needs Assessments for existing students
- Participating in the recruitment process including shortlisting, interviewing and supporting the induction of successful candidates
- Helping to secure funding by writing and contributing to new applications for EHCPs
- Identifying and implementing new or additional support following school policy and procedures
- Alongside the Assistant SENCo for KS3, line managing the Learning Support Coordinator to ensure the smooth running of the department

### Other Duties:

- To continue personal development.
- To engage actively in the performance review process.
- To undertake any other duty as directed by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subject's personal information.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

### Person Specification – Assistant SENCo KS4 and KS5

- Able to work in an organised and methodical way
- Able to prioritise and manage workload, working effectively and calmly under pressure
- Able to work quickly, accurately and to deadlines
- Able to maintain confidentiality
- ICT literate, specifically in Microsoft Word, Excel, PowerPoint, Outlook, and Internet Explorer
- Excellent written and verbal communication skills
- Able to relate well to school staff, students of all abilities, parents and carers
- Experience of managing a team (Desirable)
- Familiarity with SIMs (Desirable)
- Open and constructive, accepting of feedback and always willing to learn
- A 'can do' positive approach: energetic and enthusiastic with an excellent sense of humour
- Excellent attendance and punctuality record