

BLUE COAT CHURCH OF ENGLAND INFANT AND JUNIOR SCHOOLS' FEDERATION

Believing, Celebrating, Succeeding

SENDCO Assistant - Responsible to Federation SENDCO

PURPOSE OF POST: To assist in managing the provision of special educational needs learning support; and to take on the role of Assistant SENCO to support high quality learning, teaching, and behaviour, effective use of resources, and high standards of achievement and progress for all pupils.

- To be the Assistant SENCO for Blue Coat Infant and Junior School Federation
- To be responsible for relevant SEND admin.
- To assist the Lead SENCO in leading the provision for special educational needs within the school.
- Oversee the day-to-day operation of the school's SEN policy
- Co-ordinate provision for an identified cohort of pupils in relation to their banding descriptor
- Liaise with the relevant designated teacher for any pupils that are LAC
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Liaise with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- Act as a key point of contact for external agencies, especially the LA and its support services
- Work with the Head Teacher and governing body to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- Ensure that the school keeps the records of all pupils with SEN up to date. The duties in this job description will be carried out in accordance with Part IX of the School Teachers' Pay and Conditions Document 2000, or any subsequent document which may succeed the 2000 document.

3 Responsibilities: A Leadership:

- To ensure that the SEND policy is compliant and being effectively administered
- Organise and chair annual / interim reviews for all an identified cohort of pupils.
- Attend meetings, as appropriate, in relation to pupils attending / referred to Blue Coat.
- To ensure that awareness of SEND issues is maintained across all of the teaching staff
- To ensure all documentation relating to pupils banding levels is accurate.
- Prepare relevant paperwork to support requests for changes of pupils' bandings.
- Collect and interpret specialist assessment data.

- Update the Deputy Head Teacher, Executive Head Teacher and governing body on the effectiveness of provision for pupils with SEN.
 - Work alongside the Deputy Head Teacher and Lead SENDCO to manage admissions for new pupils in accordance with the schools' admission procedures, ensuring baseline assessments are carried out. Develop understanding of learning needs and the importance of raising achievement among pupils.
 - Identify resources needed to meet the needs of pupils with SEN and advise the Lead SENCO and ELT of priorities for expenditure.
 - Provide updated information for staff. Teaching and Learning
 - To support teaching throughout the Federation, ensuring curriculum coverage, continuity and progression for all pupils, including those of high ability and those with special educational needs other than emotional and behavioural difficulties, or linguistic needs.
- 4 ● To teach pupils on a one-to-one basis or in small groups in line with their EHC Plans and the recommendations of reports by professionals outside the school.
- To ensure that the appropriate support is provided to pupils in regard to learning difficulties as they apply to literacy, numeracy, written expressive language, comprehension personal organisation and subject-specific work.
 - To provide in-class support for teachers and support staff to support them in meeting the needs of identified pupils.
 - To support pupils in regard to school exams and external exams and to assist in the provision of reading assistance and scribing for specified pupils Monitoring, Assessment, Planning and Tracking
 - To liaise with external agencies in regard to particular pupils to ensure that the school is providing appropriate support for all pupils.
 - To liaise with classroom teachers concerning the needs and progress of individual pupils and to provide advice as appropriate about teaching strategies to assist particular pupils.
 - To interpret the recommendations of Educational Psychologist, Occupational Therapist and other reports and to disseminate them so that they are effectively implemented in the in the classroom.
 - To use data generated by school assessments effectively to inform future pupil progress.

Communication and Reporting

- To liaise with parents and carers concerning pupil progress and concerns, and regarding updates to EHC Plans, and to be proactive in communication about these issues.

- To make recommendations to parents concerning the use of external agencies for identifying SEN.

Professional Knowledge and Development

- To maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and of the school's curriculum and policies.

- To participate in INSET provided by the School and where appropriate to support the delivery of INSET on SEND issues.

5 ● To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal.

- To keep records of INSET attended.

Standards and Quality Assurance:

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Uphold the school's behaviour code and uniform regulations.
- Participate and contribute to staff training and development.
- Attend appropriate professional and staff meetings.
- Develop links with governors, LEAs and neighbouring schools Planning, Reporting and Accountability
- To assist the Lead SENDCo by contributing to the annual cycle of planning, monitoring and evaluation of the school's improvement plan.