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**CAGE GREEN PRIMARY SCHOOL**

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| **JOB DESCRIPTION** | |
| **TITLE:**  **SENCo Assistant**  **HOURS:**  Two days per week (8:30 – 3:30) 38 weeks per year | **GRADE:**  KR5  **REPORTS TO:**  Assistant Head for Inclusion |
| MAIN PURPOSE OF THE JOB To assist the Assistant Headteacher for Inclusion in managing the provision for pupils identified as having Special Educational Needs, pupil premium or who are otherwise vulnerable both within the Phoenix Centre for Autism and within mainstream. | |
| **KEY RESPONSIBILITIES:**  Working alongside the Assistant Headteacher for Inclusion, the SENCo Assistant will:   * Use information provided by the Inclusion Manager to write reports including, but not limited to, EHCPs * Use information provided by the Inclusion Manager to write referrals to: OT, School Nursing, Speech and Language and other such agencies. * Use information provided by the Inclusion Manager to write bids such as Higher Needs Funding applications or bids for particular services. * Seek opportunities for funding through bids or applications. * Support parents to fill in paperwork * Send out reports and correspondence and collate replies * Oversee systems within school such as the timely completion of children’s individual plans * Keep track of the progress of processes and chase agencies to ensure timely responses * Support teachers and senior staff with the transition process to new schools * Where appropriate carry out screenings or other tasks to gather information from children.   General Responsibilities   * Be responsible, honest and reliable * Have the ability to work under pressure and be able to meet tight deadlines * Have knowledge of relevant legislation and guidance in relation to working in an environment with children and the safeguarding and protection of children and have a commitment to this * Be willing to work within organisational procedures and processes and to meet the required standards of the role. * Demonstrate a good working relationship with others, both inside and outside their usual work team. * Have the ability to plan and develop good systems * Have good organisational and administrative skills and be able to prioritise workload * Be flexible and have the ability to work as a team member in a busy environment * Demonstrate a high standard of written and oral communication, including proficient word processing skills * To provide administrative support for the Inclusion Manager [e.g. typing letters, photocopying, shredding   documents and minute and note taking   * To process documents using Word and Excel and input data under direction of the Inclusion Manager. * Maintain filing systems, providing immediate retrieval of required information. * Under the direction of the Inclusion Manager co-ordinate her diary and arrange meetings as necessary. * Assist with the pastoral care of pupils, attending to their personal and social needs as necessary * Liaise with and support parent(s)/carer(s) where appropriate.   **OTHER DUTIES:**   * Undertake any other duties commensurate with the level of the post as required to ensure the efficient and effective running of the Inclusion department. | |

This job description can be amended at any time following discussion between the Head Teacher and the member of staff.

**Head Teacher signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_