**SENDCO Assistant**

Reporting to: Inclusion Lead

Salary: KR5

Hours: 18 hours

Duration: End of Term 6.

Job purpose

To assist in managing the provision for pupils identified as having Special Educational Needs and Disabilities (SEND); including administration tasks, promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.

Job description

* Work under guidance of Inclusion Lead to deliver learning and ensure a coherent approach to Inclusion takes place within the School.
* To administer ‘special needs and additional needs’ arrangements for KS1/2 pupils.
* Adhere to the School’s rigorous procedures for recording, monitoring, analysing and acting upon a range of data including students’ attendance, punctuality and referrals.
* Contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external agencies. -Telephone/reception acting as first point of call for the SEN department

- Draft reply to letters

- SEN office filling

* Maintain the SEND, medical register and update all tracking data as directed.
* Produce invitations for Annual Reviews and other meetings,
* Provide administrative support as appropriate which will include preparing EHCPs, personalised plans, higher needs funding and additional reports.
* To make decisions using initiative within established working practices and procedures.
* Attend meetings within school.
* Undertake pupil record keeping as requested.
* Provide clerical/admin. support e.g. photocopying, typing, filing, etc. Work under the direction of the Inclusion Lead, preparing for meetings, taking minutes, contacting outside agencies.
* Support the implementation of the mainstream core standards.
* Provide support for learning/intervention activities; help with learning tasks, feedback to the teacher on progress made.
* Implement aspects of learning, behaviour or care plans and report on progress made towards targets.
* Use intervention strategies to support pupils with literacy and numeracy difficulties as directed by the Inclusion Lead.
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities.
* Promote independence, as appropriate.