



# Goldwyn School

## Job Description – 2025/2026

<b>Job Title:</b>	AENCO with responsibility for Learning Interventions
<b>Employed For:</b>	32.5 hours per week; 39 weeks per year
<b>Hours of Work:</b>	8.30am to 3.30pm Monday to Friday with 30 minutes unpaid break
<b>Employed at:</b>	Goldwyn Ashford
<b>Responsible To:</b>	Principal/Deputy SENDCo/Head of School
<b>Purpose:</b>	Assist in managing SEND processes and provision for students. (Including Annual Reviews, provision reviews and target setting.) To plan deliver and monitor learning interventions.

### **Key Duties and Responsibilities:**

1. To contribute to the annual review process, including collating information, overseeing external reports and chairing meetings (in collaboration with the SENDCo/Deputy SENDCo).
2. To plan and run numeracy and literacy intervention sessions for students to support their progress.
3. To write, manage and maintain accurate records of provision and intervention, monitoring progress towards targets.
4. To coordinate and monitor visits from SALT, OT and other agencies, making referrals as required.
5. To liaise with relevant outside agencies to ensure that the SEND needs of individual students are met effectively
6. To ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
7. To assist parents or carers with the completion of paperwork relating to their child's SEND (eg. DLA Forms or SDQs).
8. To liaise with parents or carers to support their understanding of their child's learning and needs profile, providing guidance on how they can help their child.
9. To signpost families to appropriate support services in their locality.
10. To comply with policies, procedures and undertake relevant training relating to child protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person.

### **In order to perform this role well, the AENCo and Learning Intervention Lead:**

- maintain a thorough working knowledge of the school's policies and procedures related to SEND, including the SEN Information Report, Child Protection, Safeguarding and Inclusion policies.
- regularly attend relevant training and development events.
- act in the best interest of all the students of the school; and behave in a professional manner, including maintaining confidentiality and ensuring GDPR compliance.

### **Health & Safety**

- To be ever mindful of the dangers that threaten the wellbeing of students and staff alike
- To supervise the use and care of the learning environment.

**Performance Development:**

- All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression

**Staff Development:**

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity (linked to the relevant standards). To review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

**Safeguarding**

- Goldwyn is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. This is not a comprehensive list of all tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with grade.