



## **JOB DESCRIPTION**

### **PRIMARY SENDCO ASSISTANT**

**Job Title:** SENDCO ASSISTANT

**Reporting to:** SENDCo/ Headteacher

**Working with:** SLT, Teachers, Teaching Assistants

**Role purpose:**

- To assist the work of the SENDCo in promoting inclusion and raising outcomes for pupils with SEND
- To assist the SENDCo in co-ordinating, evaluating and reviewing SEND provision
- To contribute to the school's work ensuring children with SEND are happy and successful learners, overcoming barriers to learning and enjoying access to a broad and balanced curriculum with provision that is appropriately adapted to meet their needs;

**Responsibilities:**

- To support the SENDCo's work in the identification of need, for example facilitating assessments and screening tools
- To deliver a range of targeted tier 2 and 3 interventions as appropriate
- To carry out administrative duties to support the requirements of the SEND team
- To file and maintain records and documentation related to SEND pupil files
- Support the accurate recording of information for pupils with SEND, including on Bromcom and Insight
- To set up and complete documentation including EHCP annual reviews and applications for Statutory Assessment
- To maintain evidence files for Access Arrangement applications
- To ensure room bookings, planning and pupil collection for meetings with specialists e.g. Speech and Language/ HI teachers/ VI teachers etc
- Support the SEND team and school staff to map provisions
- To communicate effectively with staff, parents/carers and other professionals including through written communication (letters/ emails) and verbal communication (in person/ phone call)
- To liaise with outside agencies as directed, preparing the necessary documents and information for meetings.
- To liaise with other members of school/trust staff and parents/carers as directed to contribute to excellent provision for pupils with SEND
- To assist in successful transitions for pupils with SEND, particularly Year R and 6
- Undertake professional duties that may be reasonably assigned by the SENDCO.

**Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- Ability to contribute towards the school and Trust's vision and ethos. This person must enjoy completing their work in a professional and positive manner, have a solution-focused approach to inclusive practice and take pride in helping people.
- Ability to demonstrate academic ambition for all pupils and a genuine passion and belief in the potential of every child.
- Strong interpersonal, written and oral communication skills.
- Ability to demonstrate honesty and integrity.
- Excellent organisational skills.
- Ability to work collaboratively with partner schools in the Trust
- To be able to resolve any issues in a professional, calm and measured manner.

**Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace.
- Contribute to the wider life of the school community
- Share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of statutory guidelines and safeguarding policies;
- Ensure that all duties and services provided are in accordance with all Turner Schools policies and procedures in line with the Faculty Handbook;
- To undertake training as necessary;
- To actively engage in the performance development review (appraisal) process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other reasonable duty as specified by the Principal/Senior Leadership Team not listed above

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title. Employees are expected to comply with any reasonable request from the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and visitors.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Acceptance:**

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....