

### Job Description

<b>Job Title</b>	<b>SENCo Assistant</b>	<b>Reporting to</b>	<b>SENCo</b>
<b>Job Purpose</b>	To assist and provided full administrative support to the SENCo in managing the provision of special educational needs and learning support provision across the Academy.		
<b>Liaising With (internal)</b>	Staff and Students	<b>Liaising With (external)</b>	Parents, Community, Other Education Providers, External Agencies
<b>Supervising</b>	N/A	<b>Contract</b>	Term Time Only – 25 hours per week
<b>Key Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To assist the SENCo by providing administrative support in leading provision for special educational needs within the Academy.</li> <li>2. Support the SENCo in ensuring a robust process of identifying children for the SEN register.</li> <li>3. Support the SENCo in the provision of special educational needs learning support, including the allocation of support time and the writing, monitoring and evaluation of individual education plans.</li> <li>4. Liaise with relevant outside agencies to ensure that individual pupil special educational needs are met effectively and that the requirements of statements of special educational need are met fully.</li> <li>5. To provide administrative support in the monitoring, renewing, parental updates and writing of EHC plans and Appendix 2's.</li> <li>6. Ensure that the SEN Register is kept accurate and up to date and that staff are kept informed of pupil special educational needs.</li> <li>7. Work with the SENCo and other staff to ensure that individual education plans are used to set subject-specific targets and match work well to pupils' needs.</li> <li>8. Support the monitoring of the effectiveness of individual education plans.</li> <li>9. Provide administrative support at meetings of SEN staff, communicate information to staff and co-ordinate resulting action.</li> <li>10. To support and liaise with parents of students with educational needs.</li> <li>11. Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility.</li> </ol>		
<b>Compliance, Restrictions &amp; Enablers</b>	<p>Compliance with all policies and procedures of the Academies including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Health, Safety &amp; Security</li> <li>• Data Protection legislation and best practice</li> <li>• Freedom of Information legislation and best practice</li> <li>• Child Protection, including DBS enhanced disclosure requirements</li> <li>• Equal Opportunities &amp; Diversity</li> </ul>		

## Person Specification

Job Title	SENCo Assistant	Reporting to	SENCo	
			Essential (E) or Desirable (D)	Evidence
<b>Education, Qualifications, Training</b> <ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent</li> <li>• Good GCSE's in English and Maths</li> </ul>			E E	Application Application
<b>Skills, Knowledge &amp; Experience</b> <ul style="list-style-type: none"> <li>• Experience working in an administrative role ideally in an academic setting.</li> <li>• Knowledge of safeguarding and Child Protection Issues</li> <li>• ICT skills at an expert level</li> <li>• Excellent communication skills (written &amp; verbal)</li> <li>• Planning, prioritising and managing workload in an environment of conflicting demands</li> <li>• Highly literate and numerate with excellent interpersonal skills and meticulous attention to detail</li> </ul>			E E E E E E	Application Interview Application Interview Interview Interview / Reference
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Able to build effective and positive working relationships</li> <li>• Organised and methodical approach to work</li> <li>• Enthusiastic and committed</li> <li>• Committed to safeguarding and promoting the welfare of children and young people</li> <li>• Committed to personal learning and development</li> </ul>			E E E E E	Reference/Interview Reference/Interview Reference/Interview Reference / Interview Reference/Interview

All employees are subject to an enhanced DBS check, according to current statutory requirements.