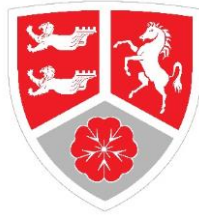


**The Charles Dickens School  
Job Description**



**Name:**

**Job Description:** Temporary SENCO Notetaker (fixed term until May 2020)

**Grade:** Spot salary of £10,118.24 annually or £843.19 per month

**Employed for:** 32.5 hours per week, term time only

**Hours:** 8:40am – 3.10pm Monday to Friday, with 20 minutes (unpaid) break and 40 minute unpaid lunch break

**Professional Relationships:**

**Responsible to:** DHT T&L /SENCO

**Responsible for:**

**Purpose:** To support a named student's learning by providing clear and accurate notes as a record of classes. Assist with general administrative tasks.

**Safeguarding**

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to Safeguard all students at all levels across the school community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

**Policy and Procedure**

- Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

**Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant your role and your responsibilities for safeguarding
- Obtain access to relevant resources

## The Charles Dickens School Job Description

### All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

### Person Specification

#### Essential

- Good numeracy and literacy skills (GCSE English and Maths or equivalent) with excellent spelling/grammar.
- Clear, legible handwriting at speed
- Excellent communication skills
- Excellent ICT skills. Word, Excel, E-mail, Internet
- High level of professionalism and can maintain confidentiality
- Well organised, punctual and reliable
- Very good interpersonal skills
- Work under pressure
- Take initiative
- Flexible

#### Desirable

- Experience of working in a school
- Experience in administrative/SEND work
- Accurate, fast and efficient typist

### Job Description

Accountabilities	Indicative tasks/actions
To provide the named student with an accurate and full account of the information conveyed in classes where it is necessary to take notes.	<p>Ensure that notes are clear and comprehensive. Fast, accurate typing, legible handwriting, accurate spelling and the ability to extract all relevant information from class material.</p> <p>Form a positive working relationship with the student, meeting with the student each morning and at the end of each day.</p>

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	<p>Provide notes in the agreed format to meet his/her needs, completing and returning relevant paperwork accurately and promptly.</p> <p>To be mindful of the importance of the role engaged in.</p> <p>To work in a professional, flexible and helpful manner, maintaining confidentiality at all times and to be mindful of the importance of the role undertaken.</p>
<p>Work as part of a professional team in a manner that enhances the ethos of the school</p>	<p>Promote positive values</p> <p>Seek help and take advice</p>

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher and Headteacher

The job description may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Head / Headteacher

Signed: ..... Date: .....