

Job Description

Leigh Academy Rainham

Job Title: Assistant SENCO (non-teaching)

Reporting to: Principal

The Role

To assist in managing the provision for pupils identified as having Special Educational Needs and Disabilities (SEND) so that they achieve the best possible outcomes

Key functions

- To assist the SENCO in leading the provision for SEND within the Academy in the context of current legislation.
- To manage resources for SEND and ensure that they are used efficiently, effectively and safely.
- To support the SENCO in managing the implementation of an inclusive curriculum.
- To support the SENCO with the organisation of the daily LSA duties and timetables.
- To support the SENCO with the development, implementation and deliverance of intervention groups and support
- To deputise for the SENCO in non-statutory matters relating to SEND.

Specific Responsibilities

Student progress

Work with the SENCO and other staff to ensure that students are making progress and achieve the best possible outcomes by supporting the SENCO in the following tasks and responsibilities:

- Use data effectively to identify students who are not making satisfactory progress.
- To ensure pupil profiles are used to set subject-specific targets and match work well to pupils' needs through liaising with subject teachers.
- Support the SENCO with the observations of pupils who are raised through the SEN referral process and be able to identify traits of potential needs.
- Create and implement effective personalised plans of action to support pupils.
- To monitor the progress of students with SEND and advise the SENCO.

Administrative tasks

- To support the SENCO with the organisation, coordination and of meetings, conducting them where necessary, for example annual reviews.
- To liaise with relevant outside agencies to ensure that individual pupil needs are met effectively.
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENCO.
- Ensure with the SENCO that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- To support the process of access arrangements in liaison with the Examinations Manager.
- Work with the SENCO and teaching staff to collate, track and implement EAA requests

Statutory processes

- To help assist the SENCO and ensure that the requirements of EHCPs and higher needs funding applications are fully met.
- To support the provision of SEND, through writing pupil profiles and ensure that staff are kept informed of pupils' SEN.

Working with students

- Gather and collate information about individual students, including through carrying out observations where appropriate.
- Administer, interpret and report on appropriate tests and screening tools.
- Plan, deliver, evaluate and report on appropriate interventions under the guidance of the SENCO.
- Implement mentoring and therapeutic sessions with students following relevant training e.g. dog mentoring
- Provide emotional support to students with SEMH where necessary

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed : Date:

Employee

Signed : Date:

Line Manager