



## Assistant SENCO Job Description

**Responsible to:** Federation SENDCo

**Hours:** 15hrs per week to be worked over 2 or 3 days per week

**Contract Term:** Permanent

**Number of weeks:** 39 weeks Holidays to be taken out of term time.

**Salary:** SC Grade 4 SCP 10 -13. Starting salary £27,694 FTE (actual £9,700)

**Benefits:** Pension Scheme (Local Government Pension Scheme)

**Location:** Based at Ladysmith Junior School, Exeter

The following is an outline of the range of duties that can be expected of our Assistant SENCO. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and the children, which do not change the general character of the job or the level of responsibility entailed.

### PURPOSE OF THE JOB

- To establish supportive relationships with pupils and provide support for their pastoral welfare.
- To be part of the team that support our most vulnerable pupils both in and out of the classroom.
- To provide in-class support.
- To run small groups to support social skills and wellbeing.
- To liaise with staff, parents and relevant outside agencies to provide appropriate intervention for vulnerable pupils.
- To build trusting relationships with parents/carers and pupils to help address barriers to their child/children's personal development and academic progress.
- To build up knowledge and understanding of local resources and community and statutory services, including mental health teams, social services, health and voluntary services.
- To work alongside colleagues to assess the needs of pupils/families referred for intervention and contribute actively to reviews and evaluation of the support provided.
- To help plan creative and innovative responses to families' needs, keep high quality records and assist with the preparation of reports.

### Main Duties

#### Effective Classroom Practice:

- Provide focused in-class support for vulnerable pupils
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- Establish positive working relationships with class teacher to promote the best progress and support for all pupils

- Provide verbal/written feedback on lesson content, pupil responses to learning activities and behaviour, to teachers and pupils.
- Promote and reinforce pupil's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.

### **Effective Practice Outside of the Classroom**

- Provide individual and small group intervention for pupils requiring additional support for their social, emotional, mental health and wellbeing needs.
- Work on an individual basis when required with pupils who are on a reduced timetable for emotional/behavioural or medical reasons, supporting them with curriculum tasks set by the teacher.
- Encourage the social integration and individual development of pupils. Develop methods of promoting and reinforcing pupils' self-esteem.
- Assess, monitor and record children's progress in relation to individual targets set and feedback to the SENCO / Class Teacher regarding their progress, including making recommendations for alterations to improve the effectiveness of targets.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the pupil's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Contribute to/lead meetings with parents to provide constructive feedback on progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
- Provide pastoral and personal support to pupils experiencing difficulties in school or at home.
- Meet with individual parents where appropriate to explore issues in school or at home. Signpost parents to relevant agencies where appropriate. Feedback to SENCO/class teacher/SLT.
- Keep effective records of support provided to individuals, groups and families.
- Develop positive relationships with the wider parent body, providing information through the newsletter, hosting coffee morning, providing general advice and guidance from outside agencies.

### **Behavioural and Pastoral**

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual(s) involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Supervise pupils at times other than during lessons according to the school's duty arrangements.

### **Effective Practice within the SEND Department**

- Work with the SENCO to build an accurate picture of the needs of all pupils on the SEN register.
- Directed by the SENCO, undertake observations and assessments of pupils and provide accurate and timely feedback, both verbal and written.
- Support class teachers and teaching assistants to introduce consistent practice in class relating to learning scaffolds, visual, behavioural and sensory supports.

- Work with the SENCO to attend meetings with parents and outside agencies, feeding back on observations both in and out of class.
- Directed by the SENCO or other member of SLT, attend or lead Early Help Meetings for identified pupils, planning outcomes and feeding back to relevant parties.
- Support the SENCO to produce paperwork in relation to referrals to outside agencies and applications for Education Health Care Plans.

#### **Other**

- Any other duties required by the SENCO, Deputy Headteacher, or the Headteacher, which is in the scope of the post.
- Undertake relevant training.
- At all times carry out duties with due regard to the school's Health and Safety policy.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies.

This list is not exhaustive and may require additional work commensurate with the post.

#### **Acceptance of this Job Description**

<b>On behalf of St Christopher's C of E (Primary) Trust:</b>	<b>On behalf of the Employee:</b>
<b>Signed:</b>	<b>Signed:</b>
<b>Printed Name:</b>	<b>Printed Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Date:</b>	<b>Date:</b>