Assistant SENCo Job Description

Job Title	Assistant SENCo
Grade	2023 Scale 5 (Point 9-12) - £23,194 to £24,496 Negotiable based on experience.
Responsible to	SENCo, Deputy Headteacher
Job Purpose	To work with teachers as part of a professional team to support learning activities for classes. The primary focus will be to work under the direction of the SENCo and Headteacher to support the SENCo in undertaking their duties.
Areas of Responsibility	• Liaison with outside agencies • To work with TA's to promote an effective learning environment through IEPs • To work with children in small groups and monitor progress • To meet with Parents to discuss and review SEND Provision
Particular duties and responsibilities	• Support for the SENCo • Procure, organise and maintain SEN resources and provide guidance to staff in their use • To support TA's in the implementation and continued effectiveness of IEP's • To liaise with TA's to gather information about SEN children • To liaise with class teachers regarding progress of SEN children • To liaise and meet with parents of SEN children • To maintain communication with all the outside agencies, attend meetings and write reports where necessary • To support individual assessment and observations and the completion of records of children's progress • Have a working knowledge of all relevant policies, manuals and documentation to support the role of SENCo • To coordinate visits and meets with children, parents and staff e.g. with Speech Therapist and TASCC representatives • To meet and liaise with the EP and the AEP • To maintain SEN register • To monitor and evaluate systems set up for the EAL children • To liaise with family support worker and school counsellor • To attend courses to facilitate continued professional development
Support for pupils	• Use detailed knowledge and specialist skills to support and progress pupil's learning • Establish productive working relations with pupils, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all pupils within the classroom ensuring equal access to lessons and their content

	• Support pupils to interact and work co-operatively with others and engage all pupils in activities • Promote independence and employ strategies to recognise and reward achievement of self-reliance. • Provide feedback to pupils in relation to progress and achievement
Support for the school	• Comply with policies and procedures relating to Child Protection, Equal Opportunities, Health, Safety and Security, Confidentiality, Behaviour and Data Protection, reporting concerns to the appropriate person. • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school. • Communicate and cooperate with other agencies to support the educational development/general progress and wellbeing of individual pupils and to participate in meetings arranged for any purposes described above.
Support for the Curriculum	• To carry out the duties and responsibilities according to the Teaching Assistant Job Description already issued. • To carry out any other duties reasonably requested by the Headteacher, Deputy Headteacher, SENCo, Key Stage Leader or Class Teacher.