

THE CORBET SCHOOL - JOB DESCRIPTION

ASSISTANT SENCO

JOB PURPOSE

To be accountable to and work under the professional direction of the SENCO as part of the professional team, to support the needs of pupils on the SEND register.

PRINCIPAL RESPONSIBILITY

Contribute to the management and support of pupils with additional needs. Establish and maintain relationships with individual pupils, parents / carers, and other professionals. Review and develop own professional practice.

KEY ACCOUNTABILITIES

- Support SENCO in delivering the care and welfare of SEND pupils
- Support groups of pupils at SEND support level and with EHCP's.
- Collate and prepare information relating to assessments, statements and referrals to agencies.
- Compile SEND statistical returns as requested.
- Organise and manage an appropriate learning environment and assist the teacher to plan teaching and learning objectives that ensure pupil progress and development.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies.
- Act as a role model and establish a clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote pupils' self-control and independence to ensure good behaviour and respect for others is maintained.
- Prepare High Needs Funding Applications.
- Attend and sometimes lead review meetings, and complete reports and paperwork as required.
- Support the SENCO with transitional activities both at primary and Post 16 level.

CLASSROOM ACTIVITIES

- Assist teacher/SENCO with learning activities ensuring health and safety and good behaviour of pupils.
 - Support the pupils in accessing learning activities as directed by the teacher/SENCO to enable pupils' Progress towards their targets.
 - Be aware of and support additional needs to ensure all pupils have equal access to opportunities to learn and develop.
 - Demonstrate skills in, planning, monitoring, assessment and class management.
 - Plan and implement small group interventions, programmes etc.
 - Support learning of pupils with specific needs.
 - Liaise with teachers regarding the provision for SEND students.
 - Be aware at all times of the SEN Register.
 - To cover break / lunch when required.
- Support the provision of access arrangements for students during exams.

Administration and Professional Development

- Update pupil records as appropriate and assist the SENCO with paperwork such as Student Passports and Annual Review paperwork.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupil well-being.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals.
- Conduct administration tasks within the department.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development

Health & Safety

- To promote and comply with the school's policies on Equal Opportunities and Health & Safety, both in the delivery of service and the treatment of others.