



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE

JOB DESCRIPTION

Second i/c in Personalised Learning [Assistant SENCO]
TLR2b

REPORTING TO: Assistant Headteacher
[Personalised & Alternative Learning]
LINE MANAGER FOR: Learning Support Assistant & Welfare Team

Main Responsibilities

Faculty Responsibilities

- To deputise for the Head of Faculty in their absence
- To act as Assistant SENCO & deputise for the SENCO in their absence [once qualified]
- To act as line manager for / lead the Learning Support Assistant & Welfare Team
- To work with the Head of Faculty to implement school policies as determined by the governing body and Headteacher
- To support the Head of Faculty in the deployment of staff within the faculty
- Participate in the appointment of Personalised Learning staff
- Contribute towards the construction of the school timetable for SEND Teachers & Learning Support & Welfare Assistants
- To assist the Head of Faculty in the quality assurance of SEND provision including teaching and learning
- To contribute to the PM review process for support staff
- To assist the SENCO in the provision mapping process for SEND students
- To assist the SENCO with Year 6 into 7 transition reviews for SEND students with EHC Plans
- To attend Cluster Group Meetings as required

Autistic Spectrum Disorder & Complex Needs (Physical) Co-ordinator Responsibilities

- To be accountable for the leadership and management of the school's ASD & Complex Needs provision for students with SEND
- To develop and implement social use of language programmes (and similar) for identified students
- To organise individual learning programmes for identified students
- To monitor the quality of teaching and learning for students with ASD/Complex Needs across the curriculum
- To manage the lunchtime 'Social Club' provision
- To manage accessibility provision (day-to-day issues)
- To deliver CPD to staff in relation to area of SEND expertise
- To monitor the provision of 'Quality First Teaching' for SEND students across the curriculum

- To work in collaboration with the Teacher i/c Alternative Education and the Head of House Team to provide the most appropriate curriculum for SEND students struggling with disaffection

SEN Responsibilities

To undertake management of all aspects of SEN for identified students.

- To manage an SEN caseload; completing the annual statement of SEN / EHC Plan review process and preparing Student Profiles for teaching staff
- To liaise with outside agencies; disseminating information as required
- To liaise with pastoral, subject staff and support staff to ensure appropriate provision for these students
- To assist in the transition and induction process for students with identified SEND needs
- To teach within the Support Plus and Enhanced Support Groups
- To teach within literacy groups as required
- To contribute to the teaching of alternative education students within the School House
- To assist in the induction of SEND students at the point of transition

Additional Specific Responsibilities

- To be Form Tutor of an assigned form and to carry out related duties in accordance with the general job description of Form Tutor.
- To teach mainstream lessons in accordance with timetable.

General Duties

- To carry out a share of supervisory duties in accordance with published rosters.
- To participate in appropriate meetings with colleagues and parents, relative to the above duties.

Notes:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This 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. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.