



Job Description

Assistant Special Needs Co-ordinator HLTA (SEMH)

Date reviewed:	July 2019
Job Title:	Assistant SENCO
Grade:	Local Government Band 4 (Point 19-24)
Reports to:	SENCO
Liaison with:	SENCO, Subject Leaders, Support Staff, parents and outside agencies.
Job Purpose:	To work in partnership with the class teachers to support learning in line with the national curriculum, The SEN Code of Practice (2015), the Equality Act (2010) and Professional Standards for Teaching Assistants (2016) in addition to school policies and procedures. To direct the work of the Student Support Team to meet the SEMH needs of students across the school and college.

Key

Responsibilities: **The post holder will have specific and particular management responsibilities in relation to the following:**

Supporting SEMH

- To undertake relevant assessments in order to establish student SEMH needs.
- To plan, deliver and evaluate relevant interventions according to need. This should include 1:1 and group interventions, such as Group CBT, Anger Management, Emotional Regulations and Nurture Groups as well as other interventions that support students' SEMH needs.
- To be the key point of contact for alternative provision.
- To attend the relevant meetings including House and Senior Panels.
- Promote the inclusion of students with SEMH needs within the whole school provision.
- Have a specialism in SEMH needs (PNI) that can be developed through CPD and deliver staff training as appropriate.

Supporting the SENCo

- Be the first point of contact for both staff and parents of students with SEND and or EAL.
- As necessary, prepare applications for EHCP (or equivalent); co-ordinate and attend Annual Reviews.
- Make applications for additional support regarding external assessment for e.g. Occupational Therapy, ADOS, Educational Psychology Service.
- Manage the team of LSAs ensuring that weekly tasks are undertaken by the LSAs and prioritisation takes place to assist in the smooth running of the Learning Academy.
- Undertake performance management of LSAs when necessary in conjunction with the SENCO.

- Oversee provision mapping to ensure that the correct procedures regarding SEN student reviews, one-plans, access arrangements, records, etc. are adhered to.
- Assist in maintaining the SEN and EAL registers.
- At parent's evenings, meet with parents of students with SEN and EAL.
- Work with key staff on transition at KS2 to KS3 and KS4 to KS5 to ensure that there is a smooth transition between primary and secondary schools as well as further education for students with special educational needs.
- Deputise for the SENCO, as appropriate, with regard to meetings and liaising with outside agencies.
- Assist the SENCO to oversee and implement SEN student leadership opportunities.

Duties:

In addition to the key responsibilities

- Produce written correspondence as necessary for e.g. with external agencies and parents.
- Be involved in planning, organising and implementing One Plans, including attendance at, and contribution to, reviews.
- Contribute to planning, development and decision making, undertaking related administrative duties which support the achievement of students with SEND and EAL.
- Support the SENCO and other staff to develop and innovate evidence led interventions to help students to overcome barriers to learning.
- As a key worker review on a termly basis one plans and one page profiles using the graduated approach (plan, do, review)..
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Interact with, and support students, according to individual educational needs.
- Take responsibility for the preparation, maintenance and control of stocks of materials, advising the SENCO on priorities for expenditure.
- Developing, preparing and delivering wave 2 and 3 interventions demonstrating measurable impact.
- Provide differentiated support to pupils individually and within a group
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher

General:

Understand and apply school policies in relation to health, safety and welfare.

- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- Respect confidentiality at all times
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exhaustive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.