

| Post title                      | Trust Learning Mentor/SENCo Assistant   |
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| Responsible to                  | Executive SENCo   |
| Grade                           | Band 2  |
| Purpose of the role             | <ul style="list-style-type: none"> <li>To assist in leading and managing the provision for pupils identified as having Special Educational Needs (SEN) and other vulnerable groups; including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.</li> </ul>  |
| Areas of Responsibility         | <ul style="list-style-type: none"> <li>Organisation of PPA time and additional cover</li> <li>Liaison with outside agencies</li> <li>To work with TA's to promote an effective learning environment through IEPs</li> <li>To work with children in small groups and monitor progress</li> </ul>   |
| Main responsibilities and tasks | <ul style="list-style-type: none"> <li>To assist the Executive SENCo in leading the provision for SEN and vulnerable groups such as pupils entitled to the Pupil Premium</li> <li>To support groups or individual children with SEN or those that are entitled to the Pupil Premium</li> <li>To lead interventions as allocated by the Executive SENCo</li> <li>To manage appropriate resources for Special Needs and Learning Support and ensure they are used efficiently, effectively and safely</li> <li>To develop curriculum resources to ensure that identified pupils have the required levels of support</li> <li>To support the Executive SENCo in managing the implementation of an inclusive curriculum</li> <li>To support the Executive SENCo in sustaining the effective teaching of all pupils across the school leading to high quality outcomes</li> <li>To liaise with and inform parents/carers/ professionals and other stakeholders about the specifics of provision under the direction of the Executive SENCo</li> <li>To communicate information to staff and co-ordinate resulting action</li> <li>To offer advice and support to teaching staff in providing a quality first teach approach, under the direction of the Executive SENCo</li> <li>To deputise for the Executive SENCo when necessary</li> </ul> |
| Support for the Trust           | <ul style="list-style-type: none"> <li>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.</li> <li>Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>Contribute to the overall ethos/work/aims of the school.</li> <li>Communicate and cooperate with other agencies to support the educational development/general progress and wellbeing of individual</li> </ul>   |

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|                            | pupils and to participate in meetings arranged for any purposes described above.  |
| Support for the Curriculum | <ul style="list-style-type: none"> <li>To carry out any other duties reasonably requested by the Executive Headteacher, Deputy Headteacher or Executive SENCO.</li> </ul> |

***The Trustees and Local Governing Body are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.***