

# HEARTS Academy Trust

## SENDCO Assistant / HLTA Job Description

<b>Job Title</b>	SENDCO Assistant / HLTA
<b>Grade</b>	Band 3 to midpoint
<b>Reports to</b>	SENDCo/Head of School
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Pupils Administrative staff Headteacher Teaching staff Catering and Caretaking Staff Medical professionals Education professionals
<b>Job Purpose</b>	To assist in leading and managing the provision of special educational needs learning support; and to take on the role of Assistant SENDCo to support high quality teaching, effective use of resources, and effective systems and processes to ensure good provision for pupils with special educational needs.
<b>Duties and responsibilities</b>	The primary role of the Assistant SENDCo is support the day-to-day operational work of the SENDCo. This includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>• To uphold and promote HEARTS values in all aspects of your work</li> <li>• To assist in the leadership of learning support staff</li> <li>• To assist the SENDCO in leading the provision for special educational needs within school, liaising with the Head of School as required</li> <li>• To manage appropriate SEND resources and to ensure that they are used efficiently, effectively and safely</li> <li>• To develop curriculum resources to ensure that pupils with SEND have the necessary levels of support</li> <li>• To support the SENDCo in managing the implementation of an inclusive curriculum</li> <li>• To support the SENDCo in sustaining the effective teaching of pupils with SEND across the school leading to high quality outcomes</li> <li>• To teach groups as allocated by the SENDCo and/or the Head of School</li> </ul>
<b>Pupil outcomes and teaching</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupils and differentiate curriculum content according to the needs of pupils</li> <li>• Plan and deliver specific programmes with individual pupils or groups appropriate to their developmental needs throughout different curriculum areas</li> <li>• Be fully involved in the planning and development of independent social and interpersonal skills and undertake activities to support the personal, social and emotional needs of pupils</li> <li>• Assist in the devising of pupils' individual targets and their monitoring and review</li> </ul>

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Registered office: HEARTS House, 2 Mount Road, Wickford, Essex SS11 8HE



**Stambridge**  
Primary School and Nursery



	<ul style="list-style-type: none"> <li>• Monitor and record pupil progress on a regular basis and prepare reports as required</li> <li>• Assist in the specific medical/care needs of pupils when specific training has been undertaken</li> </ul> <p>Take responsibility for the work of a whole class when their teacher is absent, assisting pupils with work set by the teacher and managing behaviour</p>
<p><b>Main responsibilities</b></p>	<ul style="list-style-type: none"> <li>• To support the provision of SEND, including the allocation of support time, the writing of provision plans and applying for statutory EHC plans as required</li> <li>• To work with leaders of SEND provision across the Trust on improving provision and sharing best practice</li> <li>• To attend training as required</li> <li>• To work alongside professionals and agencies outside of the Trust to support children with additional needs</li> <li>• To liaise with relevant outside agencies to ensure that the SEND needs of individual pupils are met effectively</li> <li>• Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies</li> <li>• Ensure that the SEND Register is kept accurate and up to date and that staff are kept informed of pupil special educational needs</li> <li>• Work with the SENDCo and other staff to ensure that provision plans are used to set subject-specific targets and match work well to pupils' needs</li> <li>• Support the monitoring of the effectiveness of provision plans and arrange and support annual reviews</li> <li>• Support the SENDCo in the curriculum development work of the Learning Support Team, including the development and implementation of course outlines, syllabuses and schemes of work</li> <li>• Support the SENDCo in the devising, implementation and updating of Learning Support Team policies which reflect the school's commitment to high achievement, and effective teaching and learning</li> <li>• Analyse and interpret relevant national, local and school pupil data, plus research and inspection evidence, practices, expectations, targets and teaching methods</li> <li>• Use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils</li> <li>• Support the SENDCo to lead the production of a Learning Support Improvement Plan as part of the School Improvement Plan, to include staff development and training implications</li> <li>• Provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of pupils</li> <li>• Work with the SENDCo to promote an inclusive curriculum</li> <li>• Support meetings communicate information to staff and co-ordinate resulting action</li> <li>• Monitor with the SENDCo the day-to-day management of the work areas, creating a safe, effective and stimulating environment for the teaching and learning</li> <li>• To work with the SENDCo to manage the budget and resources allocated to pupils with SEND</li> </ul>

	<ul style="list-style-type: none"> <li>• To deputise for the SENDCo at meetings and events</li> <li>• To undertake other duties, as required by the Head of School, as appropriate to the grade of the post</li> </ul> <p>To perform this role well, the Assistant SENDCo is expected to:</p> <ul style="list-style-type: none"> <li>• Maintain a thorough working knowledge of the school’s policies and procedures related to SEND, including the SEND Information Report, Child Protection, Safeguarding policies</li> <li>• Regularly attend relevant training and development events</li> <li>• Act in the best interest of all the pupils of the school; and behave in a professional manner, including maintaining confidentiality as required</li> <li>• Administering first aid and medication where required</li> </ul>
<p><b>Administration and professional development</b></p>	<ul style="list-style-type: none"> <li>• Update pupil records as appropriate and assist the SENDCo with more complex paperwork as and when necessary</li> <li>• Attend LSA meetings as directed by the SENDCo</li> <li>• 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 pupils’ well being</li> <li>• Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans</li> <li>• Conduct administration tasks within the department including the use of computers, video equipment and photocopiers</li> <li>• Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development</li> <li>• Keep provision maps for intervention and produce reports when necessary</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Assist in providing a purposeful, orderly and supportive environment for learning</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy</li> <li>• To follow the Trust and school policies and procedures</li> <li>• To attend staff training and meetings as appropriate</li> <li>• To be aware of the confidential nature of issues related to home/pupil/teacher/school</li> <li>• The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> </ul>

**Name of employee:**

**Signature of employee:**

**Date:**