

Job Description

SENDCo Assistant and Learning Mentor



Job Title	SENDCo Assistant and Learning Mentor (with HLTA status)
Grade	Band 3 to midpoint
Reports to	SENDCo/Head of School
Responsible for	N/A
Liaison with	Staff, pupils, parents, medical professionals, education professionals
Job Purpose	<p>To assist in leading and managing the provision of special educational needs learning support; and to take on the role of Assistant SENCO to support high quality teaching, effective use of resources, and effective systems and processes to ensure good provision for pupils with special educational needs.</p> <p>To encourage the inclusion of pupils who are at risk of social exclusion, those who may have emotional and/or behavioural difficulties by demonstrating the use of positive mentoring strategies and behaviour management techniques designed to develop the pupil's ability to engage in learning and social environments appropriately.</p> <p>To make a practical contribution to the implementation of an agreed 'action plan' designed to address a pupil's individual learning needs and/or the development of positive behaviour management systems in the school that are designed to promote and reinforce appropriate behaviour</p>
Duties and responsibilities	<p>The primary role of the Assistant SENCO is support the day-to-day operational work of the SENCO. This includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> • To uphold and promote HEARTS values in all aspects of your work • To assist in the leadership of learning support staff • To assist the SENCO in leading the provision for special educational needs within school, liaising with the Headteacher as required • To manage appropriate SEND resources and to ensure that they are used efficiently, effectively and safely • To develop curriculum resources to ensure that pupils with SEND have the necessary levels of support • To support the SENCO in managing the implementation of an inclusive curriculum • To support the SENCO in sustaining the effective teaching of pupils with SEND across the school leading to high quality outcomes • To teach classes and groups as allocated by the SENCO and/or the Headteacher • To cover classes if requested <p>The primary role of a Learning Mentor is to support those most vulnerable pupils in school with achieving success in school and promoting positive achievement.</p> <ul style="list-style-type: none"> • To establish and co-ordinate links with a variety of agencies working with pupils who are at risk of under achievement and/or social exclusion. • To provide direct support for an identified group of students and where appropriate their parents/carers with the aim of reducing truancy and exclusion • To, in conjunction with designated school staff, devise and implement an action plan that seeks to address a pupil's learning needs and remove any barriers to learning. To do this through the use of a mentoring model, working alongside pupils and school staff, advocating effective models of support for individuals and groups. • To assist, where appropriate, with the induction, training and supervision of other support staff working with target group students.

	<ul style="list-style-type: none"> • To provide and develop specialist resources and contribute to the development of specialist support models. • producing a variety of resources for the pupil/class/school designed to support an individual's learning/behaviour programme and/or support whole class/school positive behaviour systems • assisting in the delivery of training packages to a variety of school based staff, specifically teaching assistants and midday assistants • participating in the evaluation and review of the agreed support in conjunction with other behaviour support/school staff • attending and leading relevant meetings • attending regular supervision meetings with colleagues to report on pupil achievement and progress as well as team meetings/joint problem-solving meetings • Being aware of and working within the service policies in relation to Inclusion, Child Protection and physical contact with children. <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
<p>Pupil outcomes and teaching</p>	<ul style="list-style-type: none"> • 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 students. • Plan and deliver specific programmes with individual pupils or groups appropriate to their developmental needs throughout different curriculum areas. • 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 students. • Assist in the devising of students' individual targets and their monitoring and review. • Monitor and record student progress on a regular basis and prepare reports as required. • Assist in the specific medical/care needs of students when specific training has been undertaken. • Take responsibility for the work of a whole class when their teacher is absent, assisting students with work set by the teacher and managing behaviour.
<p>Main responsibilities</p>	<ul style="list-style-type: none"> • 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 • To work with leaders of SEN provision across the Trust on improving provision and sharing best practice • To attend training as required. • To liaise with relevant outside agencies to ensure that the SEND needs of individual pupils are met effectively • Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies • Ensure that the SEN Register is kept accurate and up to date and that staff are kept informed of pupil special educational needs • Work with the SENCO and other staff to ensure that provision plans are used to set subject-specific targets and match work well to pupils' needs • Support the monitoring of the effectiveness of provision plans and arrange and chair annual reviews • Support the SENCO in the curriculum development work of the Learning Support Team, including the development and implementation of course outlines, syllabuses and schemes of work • Support the SENCO 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

	<ul style="list-style-type: none"> • Analyse and interpret relevant national, local and school pupil data, plus research and inspection evidence, practices, expectations, targets and teaching methods • Use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils • Support the SENCO to lead the production of a Learning Support Improvement Plan as part of the School Improvement Plan, to include staff development and training implications • Provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of pupils. • Work with the Directors of Learning on the implementation of the School Strategy, helping to ensure effective development of pupils' literacy, numeracy and information technology skills • Work with the SENCO to promote an inclusive curriculum • Support meetings of SEN staff, communicate information to staff and co-ordinate resulting action • Monitor with the SENCO the day-to-day management of the Learning Support work areas, creating a safe, effective and stimulating environment for the teaching and learning of Learning Supportds of different pupils • To work with the SENCO to manage the budget and resources allocated to pupils with SEND • To support the SENCO in benchmarking identification and provision against local, regional and national data sets, as required • To deputise for the SENCO at meetings and events • To undertake other duties, as required by the Headteacher, as appropriate to the grade of the post • In order to perform this role well, the Assistant SENCO is expected to: • Maintain a thorough working knowledge of the school's policies and procedures related to SEND, including the SEN Information Report, Child Protection, Safeguarding and Inclusion policies • Regularly attend relevant training and development events • Act in the best interest of all the pupils of the school; and behave in a professional manner, including maintaining confidentiality as required • Administering first aid and medication where required.
<p>Administration and professional development</p>	<ul style="list-style-type: none"> • Update pupil records as appropriate and assist the SENCO with more complex paperwork as and when necessary • Attend LSA meetings as directed by the SENCO • 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 • 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 • Conduct administration tasks within the department including the use of computers, video equipment and photocopiers • Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development • Keep provision maps for intervention and produce reports when necessary

General	<ul style="list-style-type: none">• Assist in providing a purposeful, orderly and supportive environment for learning.• 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• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• To follow the Trust and school policies and procedures• To attend staff training and meetings as appropriate• To be aware of the confidential nature of issues related to home/pupil/teacher/school work• 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.
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Signed _____

Date _____