THINKING SCHOOLS ACADEMY TRUST

Job Description

JOB TITLE	SENCO Assistant
JOB FAMILY	Education Support
PHASE	Secondary
REPORTING TO	SENCO

Job Purpose

To support the class teacher in the teaching and welfare of pupils in accordance with school policy to meet the School's Aims. There may be a requirement to work with pupils with Education, Health and Care Plans or additional educational needs throughout the Key Stages.

Duties and Responsibilities

- The SENCO Assistant's main role is to provide support for children with special educational, social, emotional and behavioural difficulties. The SENCO Assistant will ensure that pupils can integrate as fully as possible into the school.
- Assist the SENCO with observation and monitoring of the progress of pupils, maintaining accurate records in order to ensure documentation of all interventions with pupils, detailing their progress and achievement.
- To undertake planned supervision of students during break times. To be willing to support lunch time and after school supervision e.g. educational games, homework clubs
- To liaise sensitively and effectively with parents/carers and other agencies as required and participate in feedback sessions or other meetings as directed.
- Ensure that records are kept up to date
- Run specific programmes and activities to assist the pupil's individual learning and social needs.
- Develop knowledge of the particular needs of the children and seek advice from the SENCO, class teacher and outside agencies as required.
- To ensure that pupils receive their statutory Duty of Care in a caring environment.

Planning

- Make of modify resources as suggested and advised by the SENCO, Educational Psychologist or other outside agencies.

Working with colleagues and other relevant professionals

- Work as part of the team to ensure that the wellbeing and personal development of the pupil enhances their learning opportunities and life skills.
- To provide regular feedback to the SENCO and, where necessary, relevant outside agencies about any pupil's difficulties and progress.

- To work with the SENCO to assist in drawing up and undertaking the deliver of SEN Support Agreements, either in withdrawal groups or within the classroom to ensure delivery of individual targets.
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity.

Person Specification

Essential

- Excellent organisational and administrative skills
- Strong attention to detail and accuracy
- Ability to handle confidential information with discretion and sensitivity
- Effective written and verbal communication skills
- Ability to prioritise workloads and manage multiple tasks simultaneously

Desirable

- Experience working in a school or educational environment
- Knowledge of SEND processes and terminology
- Experience using Arbor or similar school management systems

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at The Rochester Grammar School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.
I understand and agree to the job description of a SENCO Assistant.

Name: Signed: Date: