

Holy Family Catholic High School
Job Description and Person Specification

Job title:	Assistant SENDCo
Grade/actual salary:	F (Points 14 – 19); £23,919 - £26,744
Hours/weeks:	36 hours per week; Term time only
Contract type:	Permanent
Responsible to:	SENDCo

Purpose of the Job:

To support the management of special needs within the school by providing high-quality clerical and administrative support to the SEND team.

The Assistant SENDCo will:

- Manage our team of Teaching Assistants.
- Produce and update support timetables.
- Lead on aspects of Teaching Assistants training and coordinate their CPD.
- To be performance management reviewer for Teaching Assistants.
- Manage SEND exam arrangements, including invigilation timetable.
- Produce robust SEND support plans for identified pupils.
- Contribute to the diagnostic testing of pupils to support their learning and identify any barriers.
- Collate and manage information for SEND registers.
- Co-ordinate applications for EHCP assessments and other referrals with guidance from the SENDCo.
- Be a point of contact and holding meetings with pupils and parents for specified pupils.
- Communicating with the SENDCo, staff, external agencies and parents to ensure that there is effective partnership working and holistic approaches to the support of pupils with SEND
- Have a detailed knowledge of children with vulnerabilities and the SEND Code of Practice to enable taking Annual Review meetings.
- Develop positive working relationships with SEND pupils, understanding their needs to help develop support strategies, in conjunction with the SENDCo and pastoral teams.
- Support the transition of pupils with SEND from Primary to Secondary.

The Assistant SENDCo will work alongside our SENDCo to develop our SEND provision and strategic vision, based on analysis of local and national SEND needs. They will play an active role in creating a safe environment where all pupils can be ambitious, aspirational and enjoy success.

Key areas of responsibility and expectations

- Carry out your duties under the guidance and direction of your line manager, and in line with the school's policies, procedures, relevant legislation and requirements.
- Work professionally and be a positive role model, upholding and exemplifying the school values, to ensure that the school site and buildings are of the highest standards to visit, work and learn in.
- Develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.
- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation and discussion with colleagues as required by the Head Teacher.
- Actively support the school's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices.

SEND

- Offer support, advice and give a level of expertise regarding SEND to members of the staff.
- Triage concerns and referrals from staff, parents and pupils, and liaise with our SENDCo to take the appropriate action/intervention including liaising with external agencies where appropriate.
- Contribute to the review and update of policy documents relating to SEND.
- Keep an accurate, secure and up to date database of SEND information and support the SENDCO in producing reports for stakeholders, including the Senior Leadership Team and governors.

- Provide structured support to young people, dependent upon need.
- Work alongside our Alternative Provision Manager in having oversight of the SEND provision for any pupils educated off site.

Communication

- Respond to face-to-face, telephone and email enquiries from staff, parents, pupils and outside agencies.
- Maintain accurate and up to date SEND records/information on our systems.
- Play a major role in initiatives and projects that may arise during the year.
- Ensure that all relevant SEND files and information is forwarded appropriately when a pupil transfers to another school or to post-16 education.
- Liaise directly with primary schools, playing a full part in the transition of pupils from year 6 to year 7 and the transfer of relevant SEND documentation.
- Establish constructive relationships with colleagues within the school and across the sphere of SEND, communicating effectively with other agencies and professionals.
- Communicate key issues regarding individual pupils to relevant members of staff
- Participate on the duty rota as required.
- Participate in staff meetings and support positive communication between team members and the organisation.

Pastoral responsibilities

- Work collaboratively with other members of the school's pastoral team including the Attendance and Pastoral teams to ensure the highest standards of attendance, uniform, attitudes to learning and outcomes for all pupils.
- Be a visible presence around the school modelling high standards, motivation and persistence.
- Contribute to the supervision of pupils during break, lunch, before and after school. Sustain effective, positive relationships with all staff, pupils, parents/carers, governors and the local community and be an excellent ambassador for the school.
- Organise and take part in parent/carer meetings and events including the parent/carer forums relating to safeguarding to ensure that parents/carers are fully involved in supporting their child.
- Attend and contribute to pastoral leadership and other relevant meetings, supporting others as required.
- Attend and participate in relevant training, meetings and performance development as required.
- Promote mental health and wellbeing, know how to support pupils and be a point of contact for pupils with regards to extra support which may be needed.
- Attend trips and visits as required.

The successful candidate will possess excellent interpersonal skills be friendly, hardworking, enthusiastic and committed to providing effective support to our busy SEND Team. It would be advantageous for the candidate to have experience of working in a school environment. The candidate must have a minimum of 5 A* to C GCSEs, strong communication and IT skills and enjoy working with young people.

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Knowledge, qualifications, skills and experience	Essential/ Desirable
Working and communicating effectively with relevant agencies.	Essential
Excellent record keeping skill and attention to detail, in order to produce reports, take minutes of meetings and document safeguarding concerns	Essential
Ability to build effective working relationships with staff and other stakeholders.	Essential
Ability to work within statutory requirements and school policies.	Essential
Commitment to ensuring the safety and welfare of children.	Essential
Act with honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school.	Essential
Ability to work under pressure and prioritise effectively.	Essential
Maintain confidentiality at all times.	Essential
Commitment to equality.	Essential
Full and valid driving licence and access to a car.	Desirable
Commitment to ongoing training and development.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Previous safeguarding or pastoral experience, within Education or Social Services and/or voluntary organisation or health related setting.	Essential
GCSE grade C/4 or above (or equivalent) in English and maths.	Essential
Effective communication, IT and interpersonal skills.	Essential
Awareness of local and national agencies that provide support for children and their families.	Desirable

General information

This job profile is intended to provide an understanding and appreciation of the responsibilities associated with the role. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.