



JOB DESCRIPTION

Post:	Assistant SENCo - Pastoral
Reports to:	SEND-CO
Grade:	SSP 27 -29
Contract:	36 hours per week/Term Time Only

Key responsibilities:

Leadership and Management

- To substitute for the Head of Department when necessary.
- To conduct line management responsibilities in regards to LSA including appraisal target setting, review and observation
- To create LSA supporting timetables for pupils based on EHCP banding / hours, need and resources / staffing. Update and amend these when needed such as: absences (staff / pupils), exams / tests, trips, intervention or appointments with specialists.
- Deliver department strategy training to LSAs.
- Supporting the day to day running of the department.
- To arrange annual review meetings and contribute to annual review paperwork
- To share SEND information with the team and wider school to maximise inclusion
- To work with the REACH Coordinator in supporting students in REACH sharing student information, updating staff on any progress/issues and discussing curriculum.
- To support the department at key events, for example welcome & prospective parents evenings.
- To plan and run interventions for individual/groups of students within SEND including but not exclusively REACH, Year 7 Transition and bespoke intervention as and when necessary
- To support with the transition of Year 6 & post 16 students.
- To assist the SENCO in:
 - raising the profile of SEND across the whole school, engendering an ethos of achievement and inclusion.
 - Ensuring that the school SEND register is up to date and all stakeholders are fully informed about support/interventions in place/planned.
 - Ensuring IEPs are monitored regularly.
 - Support in the identification of students with SEND needs and where appropriate, provide evidence of need
 - In liaising, coordinating with external agencies where necessary
 - Organizing the orders for the department.

Teaching and learning

- To plan, run and track the effectiveness of interventions that support the emotional and social development of SEND students.
- To run interventions and support students through transition points including Year 6, end of KS3, KS4 and KS5. This could include liaising with other schools and colleges.
- To assist the Head of Department in monitoring and evaluating the standards of teaching and learning for SEND students for example analysing pupil data, gathering information about students of concern (i.e. round robins), book looks, Hendon 12 and learning walks, etc.
- To assist the Head of Department in the creation, consistent implementation and improvement of schemes of work, intervention resources and assessment materials which encapsulate key school teaching and learning strategies.
- Identify and adopt the most effective teaching approaches for pupils with SEND and share approach with colleagues.
- Covering lessons in SEND when staff are away.
- To contribute to establishing strategies for maintaining effective behaviour management within the department, dealing with referrals in accordance with academy policy.

Recording, assessment and student outcomes

- To support the SENCO in ensuring that robust tracking systems are in place
- To support with the collection and interpretation of specific student assessment data to assess the effectiveness of quality first teaching and intervention strategies for SEND students.
- Work with colleagues to set challenging targets for raising achievement among pupils with SEND.

Standards and quality assurance

- Support the aims and ethos of the school.
- Promote the Hendon School values as presented in our code of conduct.
- Uphold the school's behaviour code and uniform regulations.
- Develop positive links with neighboring schools, external agencies and parents.
- Attend staff meetings and CPD.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings and student performances and other events.