



**Job Title:** SENDCo Support Assistant

**Reports to:** Assistant Headteacher - Inclusion

Scale 6 SCP 18-22 - 35.75 Hours per week, term time only plus 5 days

**Location:** Warley Road Academy – Warley Road, Halifax, HX1 3TG

**School information:**

Warley Road Academy is a large Primary School located in Halifax. We are a good school and continue to develop our provision to enhance inclusivity to all children in the community. We seek to attract an ambitious practitioner who is confident in their abilities and who seeks to join an organisation with opportunities for development. You will be committed to seeing children succeed and removing barriers within to ensure the highest possible standards are achieved. We believe that the children and families of Warley Road Academy deserve outstanding quality, consistency and provision and the successful candidate will share our ethos and have the energy to drive improvements.

Our committed team of staff strive to bring out the best in our children and equip them with the skills they will need for the future.

The area is well served by motorways, with easy access to larger towns such as Leeds, Bradford, Huddersfield and Manchester. We are a 2.5 entry school with 2 and 3 year old nursery provision.

There are at present 561 children on roll organised in the primary. On entry, a large number of children are below average in terms of their speech, language and communication and knowledge and understanding of the world. The number of pupils entitled to free school meals is roughly 25% of our pupils. There on average 85% of pupils for whom English is an additional language. We currently have on around 15% of pupils on our special needs register.

We are committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.



Please note that under the Safer Recruitment Guidelines we shall be taking up references from both referees prior to interview

**Responsibilities:**

**Key Areas**

To work with the SENDCo and teaching staff and as part of the Warley Road Academy staffing team to implement and extend the learning programme to support the learning of our SEND and most vulnerable pupils.

Provide practical support for SEN based learning, educational activities, developing social skills, integration and for securing pupils' physical and emotional well-being.

To actively engage with staff, pupils, parents and the wider community to support the SEND based learning process within school.

**Key Objectives:**

**Pupil and Parent Support**

- To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
- Work with parent/carers of our most vulnerable pupils with SEND needs who are not currently effectively engaged in supporting their child's education.
- To work with parents/carers of pupils who have poor attendance are underachieving and/or have behaviour difficulties and work with them to overcome barriers to learning.
- Work with parents/carers individually and in groups to support the education of their children who have barriers to their learning.
- To lead, develop and deliver projects within the school and the community in support of learning for individual or groups of pupils with SEND.
- To undertake activities which will promote partnership high schools to parents of SEND pupils attending feeder primaries not in the partnership.

- Actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- To know, understand and follow the documentation, processes and procedures for referrals and safeguarding processes for Impact Trust and the local authority.
- To arrange and lead meetings, under the direction of the SENDCo and SLT, working with the pastoral team and external agencies.
- To work with the SENDCo & SLT to develop and maintain the necessary registers for our most vulnerable and SEND pupils.

#### **Community involvement**

- To visit pupils' homes in order to establish and maintain home/school partnership, actively encouraging parents to participate in their role as the child's main educator.
- Develop effective working relationships with staff and outside agencies in order to secure wider community engagement in support of the learning needs of pupils and families.
- Work closely with local community organisations in developing links in support of pupils with SEND learning.
- To maintain accurate records of progress for each targeted pupil including the use of SIMS and CPOMS.
- To inform parents/carers about educational developments, initiatives and opportunities.
- To actively promote and provide parenting strategies through a variety of means, including the involvement of external agencies.
- To actively provide informal mentoring and guidance for parents/carers wishing to access further opportunities.
- To inform, recruit and support adult participation on course delivered by recognised providers.

- To provide local art, culture and sporting activities for the benefit of children, families and the local community working with the pastoral team and other relevant external agencies.

### **Curriculum Activities**

- Working with the Pastoral and SLT team, to understand and identify a range of activities, course, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils and families.
- To contribute to the sharing of information between local agencies, schools, authorities and other staff to review, evaluate and improve strategies.
- To undertake relevant training and development as required from time to time by the SENDCo and Headteacher and be involved in ongoing development reviews of skills and competencies.
- As appropriate to assist with the induction and mentoring of new staff within the remit of the role.
- To be responsible for handling and accounting for small budgets attached to projects.
- Under the direction of the SENDCo and SLT; lead on, attend and contribute to duty related meetings as required.
- To actively research, devise, prepare and maintain resources in support of projects.
- Work with the SENDCo, Headteacher and school staff to ensure parents and representatives of the local community has the opportunity to discuss educational provision.
- To ensure that clear and consistent messages regarding school policies and practices are given to pupils, parents and members of the community.
- To lead a class in times of staff absence and school requirements.

4. **General**

- As part of your wider duties and responsibilities you are required to promote and actively support the Trust responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.
- Carry out your duties with due regard to current and future Trust policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Trust communications.



Attributes	Relevant Criteria	How Identified	Rank
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of leading on promoting partnership working e.g. with parents, schools and external agencies.</li> </ul>	Application form/selection process	A
	<ul style="list-style-type: none"> <li>• Experience of working cooperatively with adults (including parents, families and other external agencies).</li> </ul>	Application form/selection process	A
	<ul style="list-style-type: none"> <li>• Experience of running courses, to support learning and facilitating children/young people development.</li> </ul>	Application form/selection process	B
	<ul style="list-style-type: none"> <li>• Experience of working with schools.</li> </ul>	Application form/selection process	A
	<ul style="list-style-type: none"> <li>• Experience of working with SEND pupils</li> </ul>	Application form/selection process	A
	<ul style="list-style-type: none"> <li>• Experience of working as a HLTA.</li> </ul>	Application form/selection process	A
	<ul style="list-style-type: none"> <li>• Experience of working with minority ethnic children/young people in a school environment.</li> </ul>	Application form/selection process	A
	<ul style="list-style-type: none"> <li>• Interpretation/ translation skills.</li> </ul>	Application form/selection process	B
	<ul style="list-style-type: none"> <li>• Experience of leading and developing a curriculum area within school.</li> </ul>	Application form/selection process	A
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level or above including Maths and English or able to demonstrate work at this level.</li> </ul>	Application form/selection process	A
	<ul style="list-style-type: none"> <li>• HLTA Qualification</li> </ul>		A

	<ul style="list-style-type: none"> <li>• Relevant training and development in an appropriate subject area.</li> <li>• SEND qualifications</li> </ul>	<p>Application form/selection process</p> <p>Application form/selection process</p> <p>Application form/selection process</p>	<p>A</p> <p>B</p>
<b>General Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of schools/partnership targets.</li> <li>• Knowledge and understanding of activities in supporting the learning of children/young people.</li> <li>• Understanding of and commitment to the School's Equality and Diversity Policy and how it relates to the duties of the job.</li> <li>• Oral competency in one identified heritage language.</li> <li>• Knowledge and understanding of SEND practice</li> </ul>	<p>Application form/selection process</p> <p>Selection process</p> <p>Selection process</p> <p>Application form/selection process</p> <p>Application form/selection process</p>	<p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>A</p>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to relate to children/young people from a diverse range of social and cultural backgrounds with additional needs.</li> <li>• Ability to work on own initiative and part of a team.</li> </ul>	<p>Application Form / Selection Process</p> <p>Application Form / Selection Process</p>	<p>A</p> <p>A</p>



	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, sympathetically and confidentially at all levels, with colleagues, pupils, parents and external agencies.</li> <li>• Ability to produce accurate work whilst working to deadlines.</li> <li>• Ability to lead and run school and community-based courses/activities</li> </ul>	<p>Selection Process</p> <p>Selection Process</p> <p>Selection Process</p>	<p>B</p> <p>A</p> <p>A</p>
<b>Any Additional Information</b>	<ul style="list-style-type: none"> <li>• Commitment to ongoing personal training and development</li> <li>• Ability to adapt and be flexible to the needs of the school.</li> <li>• Successful applicant must undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b></li> </ul>	<p>Selection Process</p> <p>Selection Process</p> <p>Application Form/ Selection Process</p>	<p>A</p> <p>A</p> <p>A</p>

