



## Assistant SENCO

|                      |                          |
|----------------------|--------------------------|
| Salary / grade range | SO1 SCP 23 - 25          |
| Location             | Co-op Academy Southfield |
| Reports to           | AHT (SENCO)              |

### Purpose of role:

To assist in managing the provision for students with SEND and to support the SENCO in all areas.

- To assist the SENCO in leading provision within the academy;
- To manage and maintain individual plans “This is Me”;
- To ensure that EHCP outcomes are clearly communicated with classroom teachers and updated on “This is Me” following annual reviews;
- Under the direction of the SENCO collate and prepare information regarding to assessments and referrals to other agencies;
- To manage and maintain effective records to support the SENCO;
- Monitor and evaluate pupil responses and ensure that all pupil voice is collated;
- Attend meetings as directed by the SENCO;
- Build and maintain effective relationships with parents;
- Ensure that effective relationships with parents are an embedded feature of practice;
- To support with the transition arrangements across school including arranging of sessions;
- To support with the planning of Looked After Children arrangements
- To support with the consultation process including the maintenance of appropriate records .

### Key accountabilities (and specific duties / responsibilities):

- Use data effectively to identify any areas of underachievement;
- To monitor the progress towards individual targets;
- To support the SENCO and where necessary to deputise in their absence;
- To provide data and report on issues relating to SEND as appropriate.



| Personal attributes required (based on job description):   |   |   |
|--|---|---|
| Attributes   | All attributes are essential, unless indicated below as 'desirable' | How measured, e.g. application form (A), interview (I) test (T) |
| <b>Qualifications</b> <ul style="list-style-type: none"> <li>• Degree or equivalent</li> <li>• English and Maths at GCSE or equivalent</li> <li>• Level 4 qualifications or equivalent experience</li> </ul>   | Desirable   | A<br>A<br>A   |
| <b>Experience</b> <ul style="list-style-type: none"> <li>• Administrative experience</li> <li>• Experience of working in schools</li> <li>• An understanding of SEND in schools</li> </ul>   |   | Application form<br>A/I<br>I                                    |
| <b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• ICT literate including ability to produce and manipulate data</li> <li>• Effective communicator</li> <li>• Able to build successful relationships and work as part of a team</li> <li>• Ability to write effectively</li> </ul> |   | Application form<br><br>A/I<br>I<br><br>I/T                     |
| <b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Resilient</li> <li>• Solution focussed</li> <li>• Enthusiastic</li> <li>• Organised</li> <li>• Confident</li> </ul>   |   | I<br>I/T<br>I<br>A/I/T<br>I                                     |

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.



# Academies Trust

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.