



# GREATFIELDS SCHOOL

## **Assistant SENDCO (non-teaching)**

**School:** Greatfields School

**Salary / grade:** APT&C S01 pro rata

**Hours:** 8.30am-4pm

**Contract type:** Permanent

**Responsible to:** SENDCO

- To line manage Teaching Assistants.
- To work with children in small groups and monitor progress.
- Procure, organise and maintain SEND resources and provide guidance to staff in their use.
- To support the SENDCO in managing the implementation of an inclusive curriculum.
- To offer advice and support to teaching staff in providing a quality first teach approach, under the direction of the SENDCO.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- To develop curriculum resources to ensure that pupils identified as having SEND have the required levels of support.
- To support the EAL department when required.
- To support TAs in the implementation and continued effectiveness of IEPs.
- To liaise with TAs to gather information about SEND children.
- To liaise with class teachers regarding progress of SEND children.
- To liaise and meet with parents of SEND children.
- To maintain communication with all the outside agencies, attend meetings and write reports where necessary.
- To support individual assessment and observations and the completion of records of children's progress.
- As necessary, prepare applications for EHCP (or equivalent).
- Have a working knowledge of all relevant policies, manuals and documentation to support the role of SENDCO.
- To coordinate visits and meets with children, parents and staff e.g. with Speech Therapist and TASC representatives.
- To meet and liaise with the EP and the AEP.
- To maintain SEND register.
- To attend courses to facilitate continued professional development.
- Use detailed knowledge and specialist skills to support and progress pupil's learning





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- Promote the inclusion and acceptance of all pupils within the classroom ensuring equal access to lessons and their content.
- Support pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Communicate and cooperate with other agencies to support the educational development/general progress and wellbeing of individual pupils and to participate in meetings arranged for any purposes described above.
- To carry out any other duties reasonably requested by the Headteacher, Deputy Headteacher, SENCO, Key Stage Leader or Class Teacher.
- Supervise students at breaks and lunchtimes and take duties as required.
- To cover lessons when required.
- To take a positive approach to behaviour by forging strong and respectful relations with students.
- To contribute to the school's rich extra curricula programme.
- To take responsibility for your own professional development including attending relevant CPD events and identifying personal developmental targets.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

***This job description will be reviewed regularly and may be subject to change at any time after consultation with the postholder.***

