

## Job Description: Secondary SENDCO Assistant

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| <b>Reporting to:</b>    | Secondary SENDCO   |
| <b>Location:</b>        | Ark Victoria Academy   |
| <b>Contract:</b>        | Permanent  |
| <b>Start Date:</b>      | June/July 2022   |
| <b>Working Pattern:</b> | Full Time, Term-time only, 40 hours per week (8:00am – 4:30pm)   |
| <b>Salary:</b>          | Ark Support Scale Grade 6 (points 8-11; £20,852 - £22,129 per annum; pro rata £19,840 – £21,055 per annum) |
| <b>Closing date:</b>    | 20 <sup>th</sup> May 2022 at 11am  |
| <b>Interviews:</b>      | Week commencing 23 <sup>rd</sup> May 2022  |

**Ark Victoria Academy provides pupils with a unique journey in their education through the curriculum, personal development programme, student experience offer and the vast range of opportunities that we are able to provide as an all-through school. Whilst being a large school, we are able to retain a family feel, to nurture our pupils through their schooling and ensure that they leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.**

It's for this reason that Ark Victoria Academy was judged 'Good' by Ofsted in May 2019, with a strong emphasis on expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our students and staff.

### ***Why work for Ark Victoria?***

We value our staff and provide a comprehensive programme of coaching and professional development for all our staff. Hear what our teachers have to say about working at Ark Victoria Academy: <https://arkvictoria.org/page-strips/hear-our-team-o>

## **The Role**

Under the direction of the SENDCO you will co-ordinate the support and provision for pupils with special needs. You will plan and work to ensure pupils have successful inclusion into mainstream schooling to maximise their opportunities for effective learning and achievement.

## **Key responsibilities**

- To support the SENDCO in the effective liaison with external agencies to ensure effective provision for all pupils with SEND
- To support the SENDCO in ensuring that both teaching staff and the leadership team provide effective provision for all pupils with SEND and EAL
- To support the SENDCO to oversee, track and review the provision of support for pupils with SEND
- To support pupils with SEND to ensure they are able to access mainstream schooling
- To develop units of work and/or specific skills development with individual pupils and small groups of pupils with SEND
- To provide advice and support to teachers, alongside the SENDCo to develop bespoke curriculum packages to ensure pupils are well prepared for life beyond the academy
- Coordinate and lead literacy and numeracy small group interventions
- Coordinate and lead one-to-one bespoke SEND interventions
- To monitor and report half termly on the progress of these pupils
- To support the SENDCo to regularly review the quality of interventions

- Under the management of the SENDCO support with the admin leading up to and following annual review meetings of pupils at the school with Education, Health and Care Plans and Student Support Provision Plans. Ensure completed paperwork is distributed as appropriate on completion of the review.
- To model and disseminate good practice in SEND across the school
- To be responsible, under the direction of the SENDCO, for quality assuring, supporting and where appropriate, writing the individual learning plans (ILPs) and one-page profiles for pupils on the SEND register
- To support the SENDCO in maintaining clear and efficient documentation relating to all issues arising in this area and file securely
- Attend consultation meetings and keep parents informed about their child's progress
- Attend parents evening and open nights and offer support to parents of pupils with SEND
- Attend and run interim reviews for specific pupils with SEND who you teach
- Liaise with external agencies at the direction of the SENDCo

## Other

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- To comply at all times with requirements of Health & Safety at Work Act 1974 and academy Health & Safety policy statement

## Person Specification – Secondary SENDCO Assistant

### Qualifications

- Maths and English GCSE or equivalent at grade C or above (or equivalent)
- Certified teaching assistant course or training or willingness to undertake this
- NVQ Level 3 Teaching Assistant or a higher-level qualification in a specific area of Special Educational Needs (desirable)

### Knowledge, Skills and Experience

- Experience working with children on the autistic spectrum
- Experience liaising with external agencies
- Experience of establishing effective, appropriate relationships with a variety of young people at the relevant age
- Experience of establishing effective relationships with families and other stakeholders
- Experience of working with challenging young people
- Experience of managing difficult behavioural situations calmly and confidently
- English and Mathematics GCSE (or equivalent) at grade C or above

### Behaviours

- Displays an enthusiasm for working in a challenging educational environment
- Regularly demonstrates an enthusiasm for working in a challenging educational environment

- Ability to self-manage using own initiative as well as working as part of a team
- Demonstrates self-control, resilience and adaptability
- Has strong written and oral communication skills
- Has good listening skills enabling the effective building of relationships with others
- Possesses the ability to implement the necessary routines and patterns to establish good behaviour management within the school
- Understands the importance of confidentiality and discretion and knows the rules of GDPR

### Personal skills and qualities and knowledge

- Genuine passion and belief in the potential of every student
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with others
- Able to follow instructions accurately but make good judgements and lead using one's own initiative when required
- Communicates high expectations and has high expectations of themselves

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*