



SENDCO Assistant

Reports to:	Secondary SENDCO
Deadline:	Friday 15 th October 2021 at 11:00am
Start date:	November 2021
Salary:	Ark Support Scale 6: Pay Points 8-19 (£20,493 -£25,481)
Contract:	Permanent
Hours:	Full-time – annualised hours, term time only
Location:	Ark Victoria Academy

Job Description

The Role

Under the direction of the Secondary SENDCO you will co-ordinate the support and provision for pupils with special educational needs, ensuring pupils' successful inclusion into mainstream education. You will help to maximise the opportunities of learners with SEND, enabling effective learning and achievement and help support positive outcomes for all.

Key responsibilities

- To support the SENDCO in effective liaison with external agencies to ensure effective provision for all SEND students
- To support the SENDCO in ensuring that both teaching staff and the leadership team provide effective provision for all SEND students
- To support pupils with SEND to ensure they are able to access a mainstream schooling
- To develop units of work for pupils with SEND and/or specific skills development for use with individual students and small groups of students
- To monitor and report half termly on the progress of these students using the school's systems
- Under the leadership of the SENDCO, support with annual review meetings of students at the school with an EHCP, and ensure completed paperwork is distributed as appropriate on completion of the review.
- Disseminate good practice in SEND across the school.
- To be responsible, under the direction of the SENDCO, for drawing up the Individual Learning Plans for students with SEND using the school's systems.
- To support the SENDCO in maintaining clear and efficient documentation relating to all issues arising in this area and file securely.
- Coordinate and lead literacy and numeracy small group interventions.
- Attend consultation meetings and keep parents informed about their child's progress.
- Attend parents' evenings and open nights and offer support to parents of SEND students.
- Attend and support interim reviews for specific SEND students.

Other

- Promote and safeguard the welfare of all students.
- 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 via the correct channels.
- 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 professional development as required.
- To comply at all times with requirements of Health & Safety at Work Act 1974 and academy Health & Safety policy statement.
- To support the SENDCO at all times as required.

Person Specification

Essential criteria

- Experience working with children (and desirable but not essential, experience of working with children that have SEND)
- 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
- A Degree and English and Mathematics GCSE (or equivalent) at grade C or above

Desirable criteria

- NVQ Level 3 Teaching Assistant or a higher-level qualification in a specific area of Special Educational Needs

Behaviours

- Displays 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 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

Personal skills, qualities and knowledge

- Genuine passion and belief in the potential of every child
- Helpful, positive, loyal, calm and caring nature
- Able to establish good working relationships with others
- Able to follow instructions accurately but make good judgements and lead when required
- Communicates high expectations to all

Other

- Upholds values of the academy, demonstrates integrity and promotes and defends equal opportunities
- Commitment to the safeguarding and welfare of all pupils.
- This post is subject to an enhanced DBS disclosure.

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 which will include questions about safeguarding. 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.