



OLDFIELD SCHOOL

Job Description

Position:	Assistant SENCO
Responsible to:	Headteacher via SENCO
Responsible for:	Teaching and support staff within the Learning Centre
Grade:	TLR 2a
Working Pattern:	Reduced timetable in a two-week cycle to 25 hours
Disclosure Level:	Enhanced DBS

Core purpose of the post

- To assist the SENCO in leading and managing the provision for students with special educational needs in the school.
- To ensure that the school meets statutory provision according to the Code of Practice.
- To support the high-quality teaching of students with SEND.
- To raise attainment and achievement of students with SEND and to monitor and support students' progress.
- To track, monitor and evaluate the impact of the interventions aimed at literacy and numeracy.
- To coordinate and facilitate the support of students during examination periods.
- To develop effective working practices with staff, parents and agencies.
- To ensure the graduated approach is embedded throughout the school.

Duties and responsibilities attached to this post are as follows:

Teaching

1. To carry out the duties outlined in the MPS/UPS Teacher job description.

Leadership and Management of Learning

1. Contribute to the implementation, evaluation and success of the school vision and improvement plan.
2. Assist SENCO to develop, implement and evaluate the success of the SEND department improvement plan in line with school priorities.
3. Assist the SENCO in developing, monitoring and reviewing the provision in the SEND department in terms of:
 - student progress through the analysis of performance data, using this information for planning and target setting across particular areas;
 - identification of students whose barriers to learning impact on their ability to achieve their potential;
 - identifying appropriate progress targets for SEND students;

- provision of individualised programmes of intervention according to student need;
 - monitoring the progress of SEND students;
 - managing the work of Teaching Assistants and their interventions with students, whether in class, individually or in small groups;
 - working with the Examinations Officer to organise and facilitate the support for students during examination periods by leading the organisation of Access Arrangements;
4. Liaise with relevant outside agencies to ensure that the requirements for the provision of SEND at the school are met.
 5. Attend multi-agency and review meetings for designated students.
 6. Assist in evidence gathering when applying for EHCPs and monitor the progress of and provision for students with EHCPs, leading the annual review of these.
 7. Assist with the monitoring and implement PEPs for Looked After Children.
 8. Liaise with partner primary schools regarding transition from KS2 to KS3.
 9. Take a lead in securing and embedding the school's pastoral and behavioural support systems within the SEND department.
 10. Assist with the day to day running of the SEND department including TA timetabling & managing the use of the Learning Support Centre.
 11. Lead on a particular aspect of SPLD.
 12. Assist SENCO in organising personalised learning programmes for students which include alternative provision.

Teaching and Learning

1. Provide information, guidance and support for teaching staff in order that they are able to meet the needs of SEND students.
2. Work with teaching staff to ensure that realistic expectations of behaviour and achievement are set for students with SEND.

Leading and Managing Staff

1. Help staff to achieve constructive working relationships with students.
2. Establish clear expectations and constructive working relationships among staff involved with the subject through team working and mutual support; devolving responsibilities and delegating tasks as appropriate; evaluating practice; and developing an acceptance of accountability.
3. Appraise staff as required by the school policy and use the process to develop their personal and professional effectiveness.
4. Ensure that colleagues (teachers and support staff) are appropriately monitored, supported and assessed in line with school policies.
5. Undertake regular lesson observation for staff appraisal and to share good practice.

Efficient and Effective Deployment of Staff and Resources

1. Assist in the deployment of staff involved in the subject(s) to ensure the best use of subject, technical and other expertise.
2. Ensure the effective and efficient management and organisation of learning resources.
3. Maintain existing resources and explore opportunities to develop or incorporate new resources from sources within and outside the school.
4. Use accommodation to create an effective and stimulating learning environment.
5. Ensure that there is a safe working and learning environment in which risks are properly assessed.

General

1. To attend parents' evenings.
2. To represent Learning Support at marketing and liaison events such as Open Evening and Options Evening.
3. To actively support the vision, ethos and policies of the school.
4. To promote and safeguard the welfare of children you come into contact with.
5. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Special Notes and Conditions

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.

Person Specification

The following person specification outlines the key skills and experience required for this position.

The selection panel will assess each candidate against the criteria listed below expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context.

The panel will use the following assessment tools: application form; interview / assessment activities; reference and other employment checks.

Qualifications

- Good subject specific degree.
- Qualified Teacher Status.
- Evidence of wider, recent and relevant professional development.

Experience

- Outstanding teacher.
- A proven track record demonstrating progress made with own classes.
- Demonstrate successful, creative teaching which embraces contemporary pedagogy.
- Experience and commitment to teaching in a comprehensive school.
- Experience of teaching and learning in a secondary school.
- Experience of leading and working successfully within a school community.
- Experience of involving parents/carers in their child's learning.
- Experience in using new technologies to improve learning.

Knows about:

- Understanding of key national developments.

Able to:

- Lead, motivate, challenge and inspire staff and students.
- Identify, challenge and improve underperformance.
- Initiate and successfully implement change including raising achievement.
- Use data to monitor/track progress and support learning, set targets and monitor and evaluate performance.
- Improve students' behaviour.
- Empower and sustain effective teams.
- Communicate clearly, both verbal and written.
- Delegate and negotiate.
- Organise, plan and prioritise time effectively.
- Act decisively.

Committed to:

- A collaborative school vision of excellence and equity that sets high standards for every student.
- The setting and achieving of ambitious, challenging goals and targets.
- Evaluating practice and embedding a process of continuous improvement.
- Inclusion and the ability and right of all to be the best they can be.
- The raising standards for all in the pursuit of excellence.
- Distributed leadership and management.
- Personal professional development.
- The sustaining of personal motivation and that of all staff.
- The developing and sustaining of a safe, secure and healthy school environment.
- Individual, team and whole-school accountability for student performance.
- Effective team work within the school and with external partners.
- Involvement of parents and the community in supporting the learning of children and in defining and realising the school's vision.
- Supporting the full life of the school.

Personal Qualities

- High levels of motivation and energy, ambitious and upbeat.
- Enthusiasm, drive and a love for the job.
- Clear vision and an innovative approach.
- Flexible and collaborative.
- A passion for ensuring all aspects of school life demonstrate integrity and respect.
- Sense of humour and ability to work under pressure whilst maintaining an appropriate work/life balance.
- Willingness to challenge others to produce positive outcomes.
- Be passionate about teaching and learning.
- Be passionate about high standards and achievement and excellence for all.
- Enthusiasm for student welfare, their success and happiness.

Oldfield School is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

