

## Assistant SENCO

<b>Grade &amp; Range:</b>	NJC APT&C Pay Scale Grade 8
<b>Salary Range:</b>	Pts 25 - 30 £36,363 to £40,777 plus a one off recruitment and retention payment for an exceptional candidate
<b>Actual Salary:</b>	£32,366 - £36,295
<b>Hours:</b>	Full time (37 hours) term time plus two weeks (40 weeks worked)
<b>Location:</b>	Based at <b>CARNFORTH HIGH SCHOOL</b>
<b>Reports to:</b>	SENCO

### General Job Description

The position of Assistant SENCO at Carnforth High School is a key role in our inclusive, community school.

The Assistant SENCO will work alongside the SENCO to provide the provision for all pupils who have additional learning needs and work alongside the SENCO to secure excellent outcomes. They will be committed to breaking down any barriers to learning by deploying the support team and identified resources in effective and creative ways to meet the requirements of individual pupils with additional and different learning needs. They will be part of the Schools Extended Leadership Team.

### Specific responsibilities of the post of Assistant SENCO:

#### Responsibility for the aspects of provision for students with SEN, including:

- SEN Assessment, recording and reporting
- Resources and accommodation
- The work and professional development of staff in the department

The post-holder will be an effective and successful staff member who shows a high level of commitment to the school and offers positive support for our aims, mission statement, values and future development.

#### Responsibility for aspects of SEN, including:

- To work closely with the Senior Leadership Team and colleagues in the strategic development and implementation of the school's Special Educational Needs (SEN) policy and to ensure the objectives to develop SEN are reflected across the whole school.
- To be responsible for high quality support provision for all students with SEN across the whole school
- Support the effective line-management of the team of teaching assistants who

provide in-class, small group and 1:1 support

- To ensure the effectiveness of all support, intervention and teaching for SEN students through careful monitoring, self-evaluation and appropriate follow up and support
- To promote the highest of expectations and inspire innovation and challenge for all learners
- To ensure the learning needs of every SEN student are met and to respond proactively where gaps in performance become evident from data analysis
- To work closely with colleagues across the Bay Learning trust to share best practice across our family of schools.

**Responsibility for teaching and learning, including:**

- To gather appropriate and suitable evidence from teachers to inform Access Arrangements and oversee the management of associated testing.

**Responsibility for recording and assessment, including:**

- Set appropriately challenging targets for raising achievement among pupils with SEN and monitor progress against targets for all SEN students
- Assist with reviews, provide documentation and information to inform subject staff of pupils' needs
- Collect and interpret specialist assessment data.
- Set up systems for identifying, assessing and reviewing pupils with SEN, in line with the Code of Practice 2001. This will include liaison with the pupil, Carnforth High School staff, parents, professions and other agencies for applications for EHCP and EHCP reviews.
- Attend consultation evenings with parents and keep them informed about their child's progress
- Organise assessments for the provision of exam concessions
- Liaise with the SENCO and Examinations officer to coordinate and provide for pupils' needs for examinations
- Manage and update Provision Maps to keep subject staff informed of pupils needs.

**Departmental responsibilities, including:**

- Work alongside the SENCO organising support for pupils with SEN through in-class support from teaching assistants or from specialist teachers and professionals
- To maintain the learning support department facility
- To support the appraisal and quality assurance of Learning Support staff and their work
- Provide opportunities for the development of staff skills and knowledge.

The duties may be varied by the Headteacher to meet changing requirements at a level appropriate to the post.

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our Health and Safety policy.

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Bay Learning Trust values.

## Person Specification

Training and Qualifications	Essential	Desirable
Qualified Teacher Status		✓
Degree (or equivalent) in a relevant subject	✓	
Relevant and recent CPD	✓	
Experience of working with children with special educational needs		✓
<b>School</b>		
Fully supportive of Carnforth High School vision and values	✓	
<b>Teaching Experience</b>		
Relevant experience of teaching in the secondary phase	✓	
Awareness and understanding of children's development	✓	
Knowledge of a range of teaching methodologies	✓	
Involvement in co-curricular activities		✓
<b>Professional Knowledge and Understanding</b>		
Applicants should be able to demonstrate good knowledge and understanding of the following areas:		
Curriculum 11 - 16	✓	
The principles of effective teaching and assessment	✓	
Current educational issues	✓	
Ensuring the highest standards of safeguarding are implemented within the school	✓	
Principles of effective behaviour management	✓	
<b>Behavioural Competencies</b>		
Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. Applicants should be able to:		
Demonstrate excellent communication and interpersonal skills	✓	
Build and maintain effective relationships	✓	
Demonstrate personal enthusiasm and commitment to teaching	✓	
Manage conflict	✓	
Prioritise, plan and organise themselves	✓	
Think creatively to anticipate and solve problems	✓	
Listen to and reflect on feedback	✓	
Develop effective teamwork	✓	