

Role title: Assistant Specialist Educational Needs & Disability Coordinator (SENDCO)

Reporting to: SENDCO

Role outline and responsibilities

To assist the SENCO's and support the effective leadership, management and delivery of the special educational needs and disabilities (SEND) provision within Pivot. The post holder will work closely with the SENCO's to ensure high quality, complaint and inclusive practice. The assistant SENCO will be required to deputise for the SENCOs as necessary.

Responsibilities

- Support the SENCOs in leading and managing the SEND provision across Pivot, ensuring high standards of practice and consistency across the academy.
- Deputise for the SENCOs as required, including leading the SEND provision in their absence.
- Contribute to the development, implementation, and review of SEND-related policies and practices.
- Promote an ethos and culture that supports the academy's SEND policy and promotes good outcomes for learners with SEN or a disability.
- Model inclusive practice and promote high expectations for students with SEND
- Support the SENCOs in monitoring and evaluating the effectiveness of the SEND provision, contributing towards evaluation and improvement planning.
- Support the SENDCOs with initial concerns; identification of SEND; observations; assessment and ongoing review of pupils with SEND, ensuring that individual needs are met.
- To contribute to and where appropriate, lead Assess, Plan, Do, Review meetings with parents, carers and external agencies.
- Assist in coordinating; planning, leading and reviewing Education, Health and Care Plans (EHCPs) under the direction of the SENDCOs.
- Contribute to the maintenance of accurate SEND paperwork, including the SEND register, learner specific paperwork (e.g. Pupil Profiles, Medical Plans; Termly Targets etc) and Provision Map.
- Monitor pupil progress and outcomes, supporting staff to adapt provision where necessary.
- Promoting inclusive teaching and learning strategies that enable pupils with SEND to access the curriculum, facilities and extra-curricular activities, advising and providing guidance to colleagues on teaching students with SEND.
- Co-ordinate Exam Access arrangements and maintain records; liaison with the exam team; staff; learners and parent/carers
- Support the SENDCOs in responding to staff requests for support; developing targeted and specialist support; communicating with Intervention Leads and staff; where necessary make referrals to outside agencies.
- Support the SENDCOs in completing consultation booklets in preparation for admission meetings
- Contribute to transitional paperwork and processes for learners in transitional phases eg: new starters; Preparation for Adulthood; careers; leavers destinations etc
- Support the SENCOs with the effective deployment of support staff to meet pupil needs.
- To communicate effectively with pupils, parents, and carers to ensure positive working relationships.
- Liaise and work with other academies head office staff, health and social care professionals, the Local Authority and other external agencies.
- To promote and actively support Pivot's responsibilities towards Safeguarding; mental health and wellbeing of our learners, your colleagues and your own mental health
- To treat all learners with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
- To carry out any other duties as requested by your manager.
- To support the SENCO Administrator through training and mentoring

Person specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • GCSE level of education or above (GCSE Maths and English at pass level) • Experience in a similar role • Experience of working with a range of pupils with Special Educational Needs and social, emotional and behavioural difficulties • Evidence of being able to build and sustain effective working relationships with young people, staff, parents/carers, other professionals and the community 	<ul style="list-style-type: none"> • Experience of deputising for a SENCOs or undertaking SEND leadership responsibilities
Knowledge and understanding	<ul style="list-style-type: none"> • Sound knowledge of the SEND Code of Practice • Knowledge of the National Curriculum • Understanding of inclusive teaching and learning strategies and how pupils with SEND access the curriculum • Awareness of safeguarding and child protection requirements 	<ul style="list-style-type: none"> • Knowledge of targeted and specialist support, strategies and resources • Knowledge of good autism practice
Leadership and management	<ul style="list-style-type: none"> • Ability to support the leadership and management of the SEND provision across the academy • Experience of working effectively as a member of a team • Experience of liaising effectively with other organisations / agencies • Ability to inspire confidence in staff, students, parents, and others • Ability to contribute to policy development, evaluation and school improvement planning 	<ul style="list-style-type: none"> • Experience of managing SEND administration systems eg: creating and editing pupil profiles; provision maps etc • Leading an intervention group; maintaining and monitoring records for targeted or specialist interventions
Skills and abilities	<ul style="list-style-type: none"> • Ability to plan and co-ordinate support for learners with a range of support needs • Ability to communicate effectively and work collaboratively with staff, parents, carers and external professionals • Good IT skills • An ability to keep accurate and up to date records • Ability to deal with challenging behavior • Ability to work under pressure and meet deadlines • Excellent organisation skills and the ability to prioritise workload independently • Ability to understand and address challenges faced by students and families 	<ul style="list-style-type: none"> • Experience of working with SEND systems and practices Eg: Provision Map; online testing etc • Experience of EHCP paperwork; meetings and reviews • Supporting the SENDCOs in leading on exam access arrangements; communicating effectively with students, staff etc

<p>Personal qualities</p>	<ul style="list-style-type: none">• Deep respect for and understanding of students from diverse backgrounds, with a commitment to equity and inclusion.• Adaptability to changing circumstances/new ideas• High levels of professionalism, integrity and confidentiality• Resilience, flexibility and willingness to travel locally for home visits and to attend meetings as required• Commitment to promoting pupil wellbeing, independence and positive relationships	<ul style="list-style-type: none">• Determination to succeed and the highest possible expectations of self and others
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