Assistant SENCO/ Teacher

Job title: Assistant SENCO/ Teacher

Contract type: Full time permanent

Reporting to: Head Teacher/Assistant Head for SEND/ SENCO

**Main Purpose**

* To assist the Assistant Head for SEND develop whole school strategies to meet the pupils SEND needs.
* To assist the SENCO in carrying out annual reviews, PEPs and other such meetings and completing relevant documentation.
* Teaching up to 50% weekly timetable in subject of specialism.

**Duties and Responsibilities**

* To be responsible under the direction of the SENCO in undertaking relevant paperwork to a high standard.
* To communicate with parents, carers, staff and other stakeholders in terms of supporting individual children.
* To provide support to staff to ensure positive outcomes for children.
* To meet teacher standards and provide an outstanding example to other teachers and staff members.
* Plan and prepare a range of resources to match each student’s identified needs.
* To play a key role in the development of SEN provision at Reddish Hall School.
* To work with all stakeholders to ensure successful inclusion of students with SEMH and associated needs into the school.
* To engage in Continuous Professional Development to implement and develop appropriate learning styles, teaching approaches, behaviour management and positive reinforcement.
* To work with the school therapy team to implement and deliver a seamless multi-disciplinary provision for young people with SEN.
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
* To work closely with the SENCO as the Designated Teacher for Looked After Children and Previously Looked After Children, ensuring all paperwork is completed in a timely manner.
* To liaise with SENCo to co-ordinate the programme of Annual Reviews for all students within school
* To ensure Student Profiles, and personalised targets of key students are reviewed, Annual Review Reports are prepared and any reports completed
* To liaise with SENCo, pastoral staff and department leaders to organise test and exam support and access arrangements for key students.
* To arrange paperwork for Access Arrangements.
* To manage referrals to outside agencies, including Educational Psychologist, Cluster, Speech and Language Therapy, Child and Family Services etc., liaising with colleagues in the teaching and pastoral teams.

**Knowledge and Understanding**

* Strategies that relate to the education and personal development of SEMH / ASC pupils including effective behaviour management techniques, sensory interventions and opportunities to praise and reward.
* Implementing a school’s vision, aims, priorities, targets, curriculum policies and action plans in relation to classroom practise.
* Statutory curriculum requirements and the requirements for assessment, recording and reporting of pupils’ attainment and progress;
* The characteristics of high quality teaching and learning as well as strategies to improve and sustain high standards of teaching and learning leading to achievement for all pupils.
* The implications of the code of practice of special educational needs for teaching and learning.

**Managing own Performance and Development**

•Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, subject management and involvement in school development.

•Achieve challenging professional goals.

•Take responsibility for your own professional development.

•Undertake Physical Intervention training as directed by the school.

**Managing Resources**

•Establish resource needs and advise the SENCO of likely priorities for expenditure.

•Manage the deployment of support staff within their classroom, to ensure the best use of subject, technical and other expertise.

•Ensure the effective and efficient management and organisation of learning resources, including information and communications technology.

•Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.

•Ensure that there is a safe working and learning environment in which risks are properly assessed.

**Other Duties and Responsibilities**

A job description can never be fully descriptive and exhaustive and therefore teachers are expected to carry out any reasonable tasks requested by the Headteacher. It is also expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.