

<b>Job Title</b>	<i>SENCo Assistant</i>
<b>Responsible to</b>	<i>SENCo</i>
<b>Key Internal Contacts</b>	<i>Other staff within the education team</i> <i>Staff in other departments within the Centre</i> <i>Staff in other Centres in the Region</i> <i>Regional Office Staff</i>
<b>Key External Contacts</b>	<i>Student relatives, advocates and others</i> <i>Placing Authorities and Service Providers</i> <i>Registration, Regulatory and Inspection bodies</i> <i>Local Services – Statutory, Voluntary and Community Neighbours</i>

## **JOB PURPOSE**

To assist across all aspects of the SENCO role

## **KEY TASK AREAS & RESPONSIBILITIES**

### **Develop and maintain good working relationships with;**

- Parents, relevant family members, Carers
- Key stake holders within Local Authorities (SEND, CSC etc) and across other agencies and professional organisations.
- All staff across the School setting.

### **EHCP Annual Reviews**

- Collate and share key documents in preparation for the Annual Review ie Education, Health, Educational Psychology, Therapy and any other reports, with meeting delegates as per SEND Code of Practice within statutory time frames.
- Record and share EHCP Annual Review summary reports with delegates as per the SEND CoP statutory time frames.
- Manage and securely store all information relating to the EHCP process as per GDPR within the UGS site both electronically and paper.
- Work alongside Education Administrator to create calendar for Academic year meetings; EHCP and PEP
- Ensure all communications regarding EHCPs and reviews are shared and responded to within a timely manner.

- To organise a spreadsheet to ensure all PEPs are scheduled 3 time a year for the necessary pupils; work alongside Education Administrator and SENCo to ensure these are in a timely manner alongside EHCPs.

**Other Job-related Duties**

- To undertake other duties consistent with the scope of the post and within the competence of the post holder as required and directed by the Head Teacher.
- All employees are obliged to adhere to the company code of professional conduct, which is produced in the Employee Handbook
- All employees are expected to take part in a continuous professional development program as required following annual performance management reviews.

**Safeguarding**

- Be aware, following training, of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of service users.
- Know how to identify potential abuse or neglect and follow safeguarding procedures.

**Equal Opportunities**

At all times and on all occasions to promote and comply with the Schools commitment to Equal Opportunities.

**Health and Safety**

Have a primary duty of care to self and ensure that appropriate health and safety practices are performed effectively to self and others.

**Confidentiality**

It is expected that all employees understand the nature of the work is confidential and details about users of our services should not be divulged to members of the public. If there is a breach of this confidentiality, this may result in disciplinary action being taken.

**Other Duties and Responsibilities**

*A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.*

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.