**Job Description – Assistant SENCo**

Post : Assistant SENCo

Line Managed By : SENCo

Line Manager of : Designated support staff

Salary : As per supporting letter

**Job Purpose**  
   
To ensure that within their work and the work of any they might line manage:

* There is a relentless focus and active promotion of all aspects of "safeguarding" including Child Protection, Child Welfare and Health and Safety;
* The school, team and self comply with all statutory, Portsmouth City Council or Governing Body requirements;
* All school policies and procedures are understood, followed and positively promoted;
* The school's ethos is understood, followed and positively promoted;
* There is a culture of flexible working, sharing skills and developing the individual;

Additionally:

* Deputise for the SENCo as required;
* Deliver and oversee designated SEN provisions across the school;
* With a focus on SEN, support the professional development of designated teaching and non-teaching staff;

**Key Accountabilities**

* To actively promote the school’s Equal Opportunities policy and observe the standard of conduct which prevents discrimination taking place;
* To maintain awareness of and commitment to the school’s Equal Opportunity policies in relation to both employment and service delivery;
* To fully comply with the Health and Safety at Work Act 1974 etc, the school’s Health and Safety Policy and all locally agreed safe methods of work;
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above;

**General Duties**   
ALL Staff members should ensure that they:

* are supportive of and willing to work in an ‘all through’ school environment;
* are clear about their areas of responsibility and how they will be held to account;
* have efficient and effective systems to under pin their work;
* attend meetings as directed by the Headteacher, Team/Subject Leader or designate
* work collaboratively with all other teams in the school;
* produce any reports, data returns or data captures for the Team/Subject Leader or designate as required using any templates provided;
* support the Team/Subject Leader or designate in reviewing their own work and that of the team to ensure the work of the team is continuously and sustainably improved;
* actively and positively participate in school wide systems such as performance management system, annual leave, absence management etc;
* exploit opportunities to undergo professional development through skill sharing, flexible working or training;
* are prepared to share skills, work flexibly and attend training as required;
* remain "student focussed";
* support any controls on procurement, stock control and waste;
* keep working areas secure and free from clutter;
* support the Team/Subject Leader or designate in ensuring working areas project a highly professional image;
* comply with the school's dress code;
* ensure that any information about individual students is kept confidentially and not discussed with third parties;
* have read, understood and contributed to the school's improvement plan, team action plan or other improvement tools;
* support whole school ethos by;

1. Undertaking duties before, during and after the school session within directed time
2. Engaging with students positively
3. Commenting on good standards of behaviour and dress
4. Tackling poor standards of behaviour and dress
5. Supporting the teaching staff delivering the Mayfield Teaching Model
6. Having a good knowledge of the school's "vulnerable students" and strategies to support them

**Specific Duties in addition to those outlined as a Classroom Teacher**

* Deputise for the SENCo as required;
* Deliver and oversee designated SEN (on site and off site) provisions across the school;
* With a focus on SEN, support the professional development of designated teaching and non-teaching staff;
* Develop new SEN provisions according to the needs of pupils and their families;
* Act as a ‘key worker’ for designated pupils;
* Liaise with parents, carers and professionals to ensure SEN pupils make ‘good’ progress;
* Lead annual reviews and other statutory assessments as required;
* Share planning and materials to support the effective delivery for pupils with SEN;
* Make a significant contribution to INSET opportunities;
* Make a significant contribute to the development of policies and “ordinarily available provision” which relate to the schools SEN offer;
* Liaise with other teams to provided targeted support for individuals and groups;
* Organise and provide after school revision sessions as necessary;
* To keep up-to-date with national and local developments in teaching and be fully involved in planning for future developments;
* To work within the precepts of the National Curriculum;
* To oversee relevant cost centres and ensure that at all times the school secures “best value”;
* Undertake a maximum teaching commitment to be agreed with the Headteacher;

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.