



Assistant SENDCo / Higher Level Teaching Assistant

JOB DESCRIPTION

RESPONSIBLE TO:

SENDCo/Assistant Headteacher

JOB PURPOSE:

To support the day-to-day operational work of the SENDCo to ensure pupils with special educational needs and disabilities receive the most appropriate support.

To take responsibility for the day-to-day running of the SEND department, including line management of staff.

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

To provide learning activities for classes under the professional direction and supervision of a qualified teacher, including planning, preparing and delivering lessons and assessing, recording and reporting on development, progress and attainment.

Principal Accountabilities:

Support for pupils	<ul style="list-style-type: none"> • Co-ordinate the provision for pupils with SEND • Support the identification of pupils with special educational needs • Ensure all pupils have equal access to opportunities to learn and develop • Assess of the needs of pupils alongside the SENDCo • Develop Individual Education Plans (IEPs) alongside other members of staff • Occasionally provide cover for short term teacher absence
Support for the teacher	<ul style="list-style-type: none"> • Working unsupervised, manage the learning environment with the teaching staff • Under supervision, plan challenging learning objectives • Provide accurate feedback and reports on pupil achievement • Liaise with parents on behalf of the teacher to report on/review pupil progress



Testbourne Community School

	<ul style="list-style-type: none">• Liaise with other providers, outside agencies and others to ensure that the individual needs of pupils are effectively met
Support for the curriculum	<ul style="list-style-type: none">• Work with other staff to ensure appropriate targets are set for pupils• Use data effectively to identify underachieving pupils and, where necessary, create and implement effective action to support pupils• Work alongside the teacher in development of curriculum programmes• Deliver learning activities, select and prepare resources• Advise on the deployment of specialist equipment
Support for the school	<ul style="list-style-type: none">• Ensure that the SEND register is accurate and up to date and that staff are kept informed of pupils' special educational needs• Ensure accurate and detailed records are kept of meetings• Take the initiative to develop multi-agency support• Lead, advise and support others in areas of expertise• Deliver out of school learning activities that consolidate class work• Manage a group of Teaching Assistants• Assist in the leadership of The Hub, creating a safe, effective and stimulating environment for pupils• Select and develop opportunities for managed staff
Corporate and statutory initiatives - equalities/health and safety/government/sustainability	<ul style="list-style-type: none">• Contribute to the overall ethos of the school• Maintain a thorough working knowledge of school, national and statutory policies and requirements and apply these in the workplace• Always behave in a professional manner, including maintaining confidentiality as required• Keep up to date with all national guidance relating to SEND• Regularly attend relevant CPD and act in the best interests of all pupils of the school• Make sure all statutory duties are met in relations to students who have IEPs

Key decision-making areas in the role

- An Assistant SENDCo/HLTA, whilst working under the general direction of the SENDCo, will work unsupervised and without the close presence of the SENDCo and will implement SEND plans, deal with pupils and parents and make judgements about pupil progress/pupil needs without reference to the SENDCo.



Testbourne Community School

- An Assistant SENDCo/HLTA, due to training and expertise, will carry a specific specialist responsibility and support and develop other staff in the school when help is needed.
- An Assistant SENDCo/HLTA will decide on what development opportunities are appropriate for managed staff.

Be aware of and take responsibility for all aspects of safeguarding and promoting the welfare of children.

Participate in all aspects of training and development.

Any other duties commensurate with the overall responsibility of the position and deemed relevant by the Headteacher and Line Manager.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service certificate.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the post holder at the appropriate time.

Date prepared 23rd November 2021

Signed _____ Date: _____