



JOB DESCRIPTION

Job title: Assistant SENCo and Safeguarding Officer
Reports to: Head of Safeguarding and Inclusion

Trust Ethos and Mission statement

Excellence through cultivating character, sharing talents and pursuing excellence.

All members of the team employed by the Academy for Character and Excellence support and promote the Trusts mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us.

Responsible for:

- Responsibility, under the guidance of the SENCo for the education and progress of students with special needs and disabilities
- Responsibility, under the guidance of the Senior Designated Officer (SDO for safeguarding) for managing child protection concerns.

Key Responsibilities:

- In collaboration with the SLT and governing body, the Assistant SENCo plays a key role in determining the strategic development of policy and provision in the school to raise the achievement of children with special educational needs.
- To work across the trust as required, to offer support and advice related to special educational needs / Safeguarding
- To take day-to-day responsibility for the operation of the SEN policy and co-ordination of the provision for individual special educational needs children working closely with staff, parents and carers and other agencies.
- With SENDCO and inclusion lead, review, evaluate and monitor the SEND policy as necessary and ensure its implementation across the school.
- Maintain a system for identification of children with SEND by gathering appropriate evidence.
- Map the SEND provision and ensure appropriate support is given. To be monitored with Inclusion and Safeguarding Lead.
- Identify where adjustments need to be made to provision and discuss these with the SLT for further consideration.
- Oversee record keeping completed by colleagues and outside agencies and complete all paper work required, including the Annual Reviews.
- Make appropriate referrals to outside agencies and communicate effectively with professionals from outside of the school
- Ensure that children with EHCP receive appropriate resources
- With support from SENDCO and Inclusion and Safeguarding Leader, review, evaluate and monitor resources for SEND children, ensuring that funds are allocated to achieve the best outcomes for pupils.
- To work alongside colleagues to ensure smooth transitions between different settings
- Actively work jointly with the SDO/staff/parents/carers and other agencies in the monitoring of arrangements of safeguarding of the children with the school
- To be a point of contact for outside agencies (Please note that this may occasionally be outside of school hours)

Monitoring and Evaluating:

Created: September 2018



- Contribute to the School Improvement Planning process and its evaluation.
- Liaise with the Head and SLT concerning future INSET needs and any funding needs.
- Maintain detailed and accurate record keeping

Supporting Colleagues:

- Support and advise Teachers and Teaching Assistants in order to improve their practice in meeting the needs of children with special educational needs / safeguarding concerns and bring their attention to any opportunities for professional development that may be appropriate.
- Work with staff to ensure that appropriate provision is made for children with special educational needs.
- Keep well informed of current educational developments in SEND and disseminate information to staff.
- Deploy Teaching Assistants to cover needs of SEN children
- Play a key role in the employment of Teaching Assistants, co-ordinating the induction and annual appraisals of Teaching Assistant's.
- Responsibility for the safeguarding Induction for all school staff

Working with parents:

- Develop and maintain effective partnerships between parents and the schools staff so as to promote children's learning
- Communicate effectively to parents sharing information and reports provided by external agencies and the schools' subsequent actions.
- Co-ordinating multiagency meetings for children with SEND (using DAF or Early Help Assessment Tool).

Other

- Any other duties required by the Headteacher or team leader, which is within the scope of this post.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

Whole school commitment

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To be supportive of the school's and Trusts extra-curricular activities
- To take an active part in the school and Trusts involvement with the wider community
- To ensure the children's safety at all times