



Farney Close School, Bolney Court, West Sussex, RH17 5RD

Job Title: Assistant SENCo

Responsible to: SENCo / Deputy Headteacher

Main purpose of the job:

- Assist the SENCo by providing support to pupils who need specific and individual attention.
 - Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a professional position
 - Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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Specific Duties

- To prepare new pupil Profiles and undertake testing of new pupils as directed by the SENCo
- To prepare and collate Pupil Passports
- To ensure IEPs and long term plans are created and updated as required
- To monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning
- To assist with the testing of whole school reading twice in each school year
- To arrange special access arrangements for examinations as required
- To provide individual pupil tuition
- To work in classrooms, assisting and advising subject teachers to provide appropriate support for pupils

The duties and responsibilities may change from time to time and the post holder may be required to carry out other work, not explicitly mentioned above, which is considered to be appropriate.

Person Specification

Qualifications

Qualified Teacher Status

Diploma in SEN Specific Learning Difficulties (SpLD Dip) Level 5

Experience & Knowledge

Experience of teaching pupils with Social, Emotional and Mental Health difficulties

Experience or a willingness to successfully manage challenging behaviour

Experience of working as a member of a team

Experience of setting targets and monitoring, evaluating and recording progress

Knowledge and understanding of the EHCP process and evidence needed

Knowledge and understanding of the statutory requirements of legislation concerning Safeguarding, Equal Opportunities, Health and Safety and SEN

Competencies and Attributes

An ability to be consistent and structure

An ability to communicate effectively in a variety of forums

An ability to be flexible and adaptive

Confidence to take responsibility and work under pressure

An ability to meet deadlines

Ability to think both strategically and creatively to prioritise

Commitment to our students and their learning, wellbeing and safety

An ability to build and maintain successful and purposeful relationships

Demonstrably professional, honest and loyal