



Liverpool College

*The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.*

## **Job Description**

### **Assistant SENCO**

**Responsible for:** assisting the SENCO with the day to day operation and delivery of an effective provision for pupils identified as having Special Educational Needs (SEND).

**Reporting to:** SENCO

**Liaising with:** AP Inclusion and Safeguarding, Inclusion Mentors, AP Senior Guidance, AP Senior Progress & Intervention, Heads of School, Heads of Faculty and Subject Coordinators, Heads of House, Teachers, Director of Finance and Operations and other support staff, relevant external agencies.

**Working Time:** Full-time (37 hours per week), term-time only (37 school weeks)

**Salary:** Range between spinal column points 20 (FTE £25,295) and 22 (FTE £26,317) actual salary payable between £19,938 (SCP 20) and £20,745 (SCP 22) to reflect the Term Time Only nature of the post (these figures include an element of paid holidays in addition to the 37 working weeks)

**DBS:** Enhanced

### **SEND**

#### Administrative:

- To contribute as directed to the application for EHCPs and the Annual Review process.
- To assist the SENCO in coordinating the specific provision made to support individual pupils with SEN, including those with EHC plans.
- To assist the SENCO in the design, review and evaluation of Pupil Profiles and Individual Education Plans as directed.
- To assist the SENCO in maintaining the SEND Register and ensuring that records of all pupils with SEND are kept up to date.
- To assist with the programme of SEND assessment for all year groups.
- To liaise with external agencies to ensure that individual pupils' needs are met effectively and with parents about the specifics of the SEND provision for their child, under the direction of the SENCO.
- To collate and prepare information relating to assessments and referrals under the direction of the SENCO.
- To keep accurate and detailed records of meetings and discussions with pupils, parents and external agencies.
- To deputise for the SENCO as required.

### Pupil Outcomes:

- To provide learning support for named pupils or groups of pupils, where and when required, on a range of subjects that may be hindering individual learning.
- To track and monitor relevant intervention data to identify progress and underachievement
- To offer advice and support to teaching staff in providing a quality first teach approach, under the direction of the SENCO.
- To assist with the process of access arrangements for SEND pupils.
- To work with the SENCO to promote an inclusive curriculum and in the development of appropriate resources and teaching and learning strategies to make the curriculum more accessible.

### **Pupil Reflection and Reintegration**

- If directed, to deliver one to one and small group teaching, assessment, mentoring and support to pupils whose behaviour has broken trust with the school to help pupils avoid any repetition of behaviour.
- To deliver restoration and reflection activities for pupils whose behaviour has broken trust with the school as directed by the AP Inclusion, in line with behaviour policies.
- To liaise as appropriate and as directed with external agencies.

### **Safeguarding:**

- To assist the Principal and AP Inclusion in delivering outstanding safeguarding and child protection across the College including raising EHATS, making referrals, attending child protection and child in need meetings.
- To support the administration and communication of the safeguarding team as required and requested during school hours.

### **Communication:**

- To maintain accurate and detailed records of all communication with parents and external agencies, including action/follow-up taken.
- To maintain accurate records on pupils and provide written reports on your work and the impact your work has on pupils.
- In liaison with the AP Inclusion & Safeguarding, SENCO and pastoral staff, communicate with parents where appropriate.
- To attend team and School meetings and those that are specifically in relation to the pupils that you support, such as pastoral support programmes or liaison with multi agencies.

***All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 state maintained independent school, and to encourage colleagues and students to follow this example.***

### **General Duties:**

- To follow the guidelines of the staff handbook
- To support the school and its leadership
- To continue personal development as agreed.
- To engage actively in the performance review process.

- To comply with any reasonable request from the Principal to undertake work not specified in this job specification.
- To be courteous to colleagues and parents, and to provide a welcoming environment for all visitors to the College.

***While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.***

**May 2019**

## Person Specification: Assistant SENCO

Characteristics	Essential	Desirable	Evidence
Qualifications	GCSE or equivalent in Maths and English Grade C or above	Relevant teaching or SEND qualification	A,I
	Degree qualification or equivalent		A
Experience and Knowledge	Knowledge of external agencies	Experience of using SIMS (School Information Management System)	A,I,R
	Experience of using management information systems	Experience of working with young people, preferably in a school setting	A,I
		Experience of working with vulnerable pupils	A,I
Skills	Ability to undertake a variety of administrative functions i.e. filing, telephone enquiries, typing letters etc.	Ability to demonstrate knowledge and understanding of the SEND Code of Practice and legislation	A,I
	Ability to use a range of IT packages including Microsoft Office and web based applications	Ability to demonstrate knowledge and understanding of using basic diagnostic tests for identifying specific needs	A,I
	Ability to work independently, prioritise workload, manage time effectively		A,I,R
	A willingness to be flexible, demonstrating a “can-do” attitude	Ability to demonstrate knowledge and understanding of the collation and analysis of pupil data	A,I
	A commitment to the aims and objectives of the whole school and an understanding of how this post will contribute to fulfilling these aims		A,I
	Willingness to learn new skills for professional development	Willingness and ability to contribute to the Learning with Character programme	A,I
	An understanding of the practice of confidentiality in school		A,I
	A commitment to safeguarding and promoting the welfare of children		A,I
Personal Attributes	Good organisational skills		A,I,R
	Ability to work as part of a team		A,I,R
	Ability to work under pressure		A,I
	Ability to communicate verbally and in writing with a range of people including parent/carers, staff, governors, visitors		A,I,R
	Commitment to Quality First teaching and inclusive practices		A,I
	Commitment to the pursuit of excellence in academic achievement, extra-curricular contribution and behavioural standards		A,I