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**JOB DESCRIPTION**

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| **School/College:** | West Norfolk Academies Trust |
| **Job Title:** | **Primary Trust Assistant SENCO**  |
| **Grade:** | Scale G Points 18-22 (£12.60 - £13.64 per hr) (FTE £24,313 - £26,317 pro rata) |
| **Hours/weeks:** | 37hrs per week, 40 weeks per year (term time + 2 weeks to include Parents’ Evenings and Open Evenings) |
| **Responsible to:** | Trust SENCO |
| **Working With:** | Head Teachers, Senior Trust Assistant SENCO, Teachers and Learning Support Assistants, Parents, Community, Other Education Providers |

**Purpose of the Job**

In the position of co-professional to the Trust SENCO, the Assistant Trust SENCO will ensure outstanding provision and outcomes for our students with additional needs through developing and ensuring high quality of teaching, effective use of resources and high standards of achievement.

**Responsibilities**

* To champion inclusive education for the students of West Norfolk Academies Trust
* To produce and manage the SEND Register and update Pupil Asset as appropriate.
* To support with the timetabling of Teaching Assistants, taking into account the needs of students and prioritising support as appropriate.
* To manage the absences and cover of SEND staff.
* To demonstrate professional written communication of a high standard in order to write Annual Reviews and other reports as required.
* To hold meetings with students, parents and external agencies as appropriate.
* To deliver communications to colleagues, students and families, as required.
* To assist with developing effective intervention strategies to improve standards for all learners.
* To manage intervention data and monitor their effectiveness and the outcomes they provide for pupils.
* To assist with the standardised testing of students.
* To support at Open Evenings and Transition events as required.
* To develop links with pre-schools and secondary schools to support transition.
* To contribute to the management of high academic standards, good attendance and behaviour.
* To assist in evaluating, monitoring and improving the educational and pastoral provision of all students identified with special educational needs.
* To assist in co-ordinating and monitoring the development of Learning Profiles for all learners with additional needs across the Trust schools.
* To assist with the performance management of special needs staff by setting targets, monitoring performance, defining support and planning developments, which will lead to better outcomes for the students.
* To support with classroom observations to improve teaching and learning and quality of support and intervention offered by teaching assistants.
* To liaise, along with the Trust SENCO, with the Trust Executive team, SLTs and Heads of Departments to develop and implement strategies to ensure that students with additional needs make at least satisfactory progress.
* To support with the analysis of objective data and reporting on provision for students with additional needs.
* Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This includes obtaining references and ensures compliance with the DBS process. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Education to Degree level |   | ✓ | Appl/Ref |
| Level 2 English | ✓ |  |
| Level 2 Maths | ✓ |   |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Significant Special Needs experience | ✓ |  | Appl/Int/Ref |
| Staff management experience |  |  ✓ |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Up to date knowledge and understanding of special needs legislation and funding |  | ✓ | Appl/Int/Ref |
| Good knowledge of Safeguarding & Child Protection Issues | ✓ |  |
| Skills and knowledge to deal with student safety and behaviour |  |  |
| Setting high standards to staff and students by personal example |  |  |
| Ability to work effectively under pressure |  |  |
| Ability to prioritise and meet deadlines |  |  |
| Commitment to continued personal development |  |  |
| Assimilate information quickly and prepare succinct summaries | ✓ |  |
| Ability to focus on standards and the belief that all students can succeed given the right opportunity and support |  |  |
| Demonstrate a commitment to equal opportunities |  |  |
| A willingness to relate to the local community  |  |  |
| Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing |  ✓ |  |
| Good ICT skills |  | ✓ |

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| **Personal qualities and Behaviours** | **Essential** | **Desirable** | **How assessed** |
| Commitment to ensuring the safety and welfare of children  | **🗸** |  | Appl/Int/Ref |
| Uphold and promote the ethos and values of the school | **🗸** |  | Appl/Int/Ref |
| Ability to work under pressure and prioritise effectively | **🗸** |  | Appl/Int/Ref |
| Commitment to continued personal development | **🗸** |  | Appl/Int/Ref |
| Effective communication and interpersonal skills | **🗸** |  | Appl/Int/Ref |
| Integrity, honesty, loyalty and fairness | **🗸** |  | Appl/Int/Ref |
| Maintain confidentiality at all times | **🗸** |  | Appl/Int/Ref |
| Genuine concern for others  | **🗸** |  | Appl/Int/Ref |
| Decisive, determined and self-confident | **🗸** |  | Appl/Int/Ref |
| Accessible and approachable | **🗸** |  | Appl/Int/Ref |
| Excellent attendance and punctuality | **🗸** |  | Appl/Int/Ref |

Appl = Application form Int = Interview Ref = Reference