

TONBRIDGE GRAMMAR SCHOOL PROFILE

Job Title:	Assistant SENCO
Job Holder	
Line manager:	SENCO
Pay and Conditions	Salary: TGS6 – FTE £30,771 - £33,939, pro rata £21,340 - £23,537. 30 hours per week Term time (39 weeks including Academy Days) Permanent
Job Purpose <ul style="list-style-type: none"> To act as deputy to the teaching SENCO, supporting the management of SEN provision across the School. To implement support programmes and monitor students with SEN, liaising with staff, parents and outside agencies. 	
Key Areas of Impact <p>Supporting SEN Strategy:</p> <ul style="list-style-type: none"> To support the SENCO in ensuring that the statutory arrangements for students with SEN are met. To support the SENCO by facilitating the dissemination and understanding of statutory and national initiatives in respect to SEN related issues. To support staff induction and the training programme relating to SEN. <p>Student Progress, Guidance and Support:</p> <ul style="list-style-type: none"> To act as the first point of contact regarding parental and external SEN enquiries. To monitor data relating to students with SEN to inform and evaluate intervention strategies. To co-ordinate the screening of students and the processing and distribution of results and suggested strategies via the Pupil Profiles. To carry out regular reviews of student progress with parents as part of the Pupil Profile review process. To create further opportunities for parent engagement. To assist the SENCO and Academic Support Assistants in the delivery of individual or small group intervention sessions. To support multi-agency working and a co-ordinated approach to meeting additional needs through managing referrals and maintaining accurate records of interventions. To be part of the Wellbeing team: liaising with the Mental Health Co-ordinator, School Nurse, Student Support Co-ordinators and Curriculum Directors and Designated Safeguarding Leads. <p>Administration:</p> <ul style="list-style-type: none"> To ensure that SEN procedures are administered effectively and that all parties involved have the necessary information, including the efficient maintenance of Pupil Profiles and SEN records. To compile, review and regularly update the central register of students with SEN. To manage round-robins and the collation and update of Pupil Profiles. 	

- To support the SENCO in completing and submitting referral forms and returns including those to outside agencies.
- To undertake and deal with correspondence on behalf of the SENCO as required.
- To provide support for the work of the SENCO in relation to the assessment of SEN.
- To provide support for the work of the SENCO and examination officer in relation to the application and provision of examination access arrangements.

Resource Management:

- To support the SENCO in monitoring SEN expenditure against the planned allocation of resources.

Knowledge & Skills:

- Statutory duties and compliance with the SEN Code of Practice
- Safeguarding and child protection procedures
- External agencies and support services
- Current Ofsted framework
- School reporting structures
- The IB learner profile (desirable)

Additional Duties:

- To play a full part in the life of the school community, to support the school ethos and to encourage staff and students to follow this example
- To actively promote school policies
- To set a high personal standard of dress in the way of formal business attire and enforce uniform and dress code in line with school policy
- To commit to wider professional development in support of the School vision
- To actively engage in the staff appraisal and development process
- To undertake any other duty as specified by the Head Teacher not mentioned in the above

Personal Qualities:

- Proven ability to relate well to young people
- Discretion and integrity
- Adaptability and initiative
- Ability to work as part of a team and collaborate with others
- Excellent communication and interpersonal skills
- A positive, energetic and enthusiastic outlook
- Patience, understanding and empathy with pupils and parents
- Ability to work to deadlines and anticipate and pre-plan workloads
- Ability to be accurate and methodical

Technical Skill Requirements:

- ICT literate
- Knowledge of school administration software (desirable)

Additional Notes

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Please sign and return one copy to Human Resources

Signed by Head Teacher.....

Signed by Post Holder.....