



## **Northumberland Church of England Academy Trust Bishop's Primary School**

**Post:** Assistant SENDCo (Learning Support Co-ordinator)  
**Responsible to:** SENDCo  
**Salary:** MPS4/UPS3 + SEN 1

### **Main purpose:**

Under the leadership of the SENDCo and the Principal of Bishop's Primary School ensure pupil entitlement to high quality provision by providing support in all aspects of the Special Educational Needs provision across Bishop's Primary School. The Assistant SENDCo will be expected to be part of the Primary team that supports and develops the policy, practice and culture across the Primary phase.

### **The Primary Assistant SENDCo will:**

- Support the Primary Leadership Team in the successful implementation of the Academy vision including its Christian character and contribute to significantly raising standards of achievement for learners of all ages and abilities.
- Support the high quality provision for all learners with SEND and ensure consistency in following policy and practice on all campuses.
- Work across all campuses and support the Heads of Campus in the operational management of SEND on their campus.
- Champion the consideration and development of all aspects of innovative practice in relation to SEND provision and the needs of individual learners with SEND.
- Contribute to the development and implementation of the Academy's self-evaluation processes ensuring that outcomes are appropriately developed.
- Support and develop the provision and standards for learners with SEND across the schools.
- Lead, provide direction and sustained emphasis on:
  - the quality of SEND provision on all Bishop's campuses.
  - the CPD needs of staff in relation to SEND provision.
  - engagement with the families of learners with SEND.
  - reflective practice and research.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Chief Executive Officer, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Specific Duties**

#### **Under the leadership of the SENDCo you will be responsible for:**

- Upholding the implementation of The Graduated Approach in line with Statutory Guidelines, Bishop's School SEND pathway and Bishop's Primary School Early Years SEND pathway.

- Organising and monitoring the termly reviews of IEPs, holding the termly reviews of SEND Support Plans and holding Annual reviews of Educational Health Care Plans and disseminate paperwork in line with statutory guidelines.
- Working and liaising with outside agencies.
- Draw up timetables for support and intervention after consultation with staff concerned.
- Ensure that access arrangements are applied for and put into place where appropriate.
- Organise special arrangements during periods of statutory assessment.
- Collect and interpret specialist assessment data.
- Support the development of systems for identifying, assessing and reviewing SEND.
- Support the SENDCo in providing information to the Principal on the effectiveness of provision for pupils with SEND.
- Attend consultation evenings and keep parents informed about their child's progress.
- Provide current and up to date communication/articles for the SEND area of Bishop's School website

### Curriculum and pupils

Under the leadership of the SENDCo, work closely with the Heads of Campus to ensure high quality provision for pupils requiring learning support and:

- Regularly attend campus meetings to help create positive solutions for learners with Special Educational Needs.
- Support the identification of and disseminate the most effective teaching approaches for specific additional needs (e.g. ASD, ADHD, Dyslexia, Behaviour).
- Working with the Heads of Campus contribute to the monitoring of the effective use of resources, appropriate teaching and learning activities and target setting to meet pupil's additional needs.
- Make use of and model a range of teaching and learning strategies to meet the needs of subject and of different pupils.
- Implement all primary phase policies for assessing, recording and reporting on pupil achievement and use this information to set pupil targets.
- Evaluate teaching in order to identify effective practice and areas for improvement.
- Working with the Learning Support Assistants to ensure development of pupils individual and collaborative skills necessary for them to become independent learners.
- Ensure recognition of, and ability to deal with racial and gender stereotyping.
- Take an active part in the promotion and delivery of out of hours enrichment activities.
- Support all EHCP Annual Reviews and attend / chair .
- Support Year 6 Annual Reviews for primary pupils with EHCPs to help facilitate continuity and progression through the development of a transition programme. Liaise with Year 5 pupils requiring advice about provision.
- Develop consultation groups with parents in order to improve communication and respond to their knowledge of their children's difficulties.

### Monitoring, Leading and Managing

- Support with the Line management of Learning Support Assistants
- Monitor the work of Learning Support Assistants to include planning, management of learners, the keeping of records and take appropriate action if required.

- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND.
- Provide training opportunities for learning support assistants and teachers to learn about SEND to secure good teaching for SEND pupils, through both written guidance and meetings.
- Ensure that staffs have access to appropriate training for additional learning needs and development to enable the school to continue to improve provision for pupils with such needs.
- Identify resources needed to meet the needs of pupils with SEND and advise the Heads of Campus on priorities for expenditure.
- Contribute to the performance management process of Learning Support Assistants
- Develop, model and disseminate outstanding practice in relation to SEND provision throughout the Primary phase.
- Coach and support staff in the exercise of their responsibilities and support identify and respond to specific group and individual staff training needs.
- Maintain an up to date knowledge and understanding of all aspects of SEND provision for all age groups in the Academy.
- Undertake such professional development as is required by the evolving nature of the post.

#### Communication and Information

- Maintain effective partnerships with parents/carers so as to promote learning and to provide information to parents about targets achievements and progress.
- Contribute to the induction programme for new SEND learners.
- Take an active part in the school self-evaluation and planning cycle.
- Support the aims and ethos of the Trust.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings and campus/Primary performances.
- Uphold the school's behaviour code.
- Participate in staff training.
- Attend team and staff meetings.

As a middle manager the post holder may be expected to take on other leadership duties not listed here but detailed in the teachers pay and conditions document.