



Fountain Head House School

JOB TITLE	SENDCo Assistant
REPORTS TO	Assistant Headteacher - SENDCo
HOURS	Term time (39 weeks) - Monday to Friday , 40 hours per week
SALARY	Unqualified teacher – scale point 3 to scale point 4
HOLIDAYS	4.2 weeks

About the role

We are searching for someone who is passionate about supporting pupils with communication difficulties, autism, global developmental delay, trauma, ADHD and other related conditions. You will be working under the guidance of the Assistant Headteacher – SENDCo and collaborate with the Therapy Team, Teachers and teaching support staff.

This post is subject to satisfactory references and DBS checks

Fountain Head House School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Fountain Head House School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff must have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

Main purpose

The SENDCo Assistant will support the Assistant Headteacher - SENDCo in

- Contributing to the process of assessment of prospective pupils as part of commissioning under the guidance of the Assistant Headteacher - SENDCo
- Support the Assistant Headteacher – SENDCo in monitoring progress towards EHCP outcomes with special attention to the Pupil Individual Learning Steps (PILS)
- Understand the FHHS – SEND and Inclusion Policy with special attention to the SEND Report and support the day-to-day implementation of the policy at operational level
- Engage with relevant external agencies as specified by the Assistant Headteacher – SENDCo
- Organise and run EHCP reviews for specified pupils reporting to the Assistant Headteacher – SENDCo
- Take part in SENDCo related internal meetings including meetings with the Therapy Team and teachers with focus on supporting pupils' SEND needs

The SENDCo Assistant will also influence practice related to a specific area of expertise, complying with the Teachers' Standards and modelling best practice for others. This is an integral part of developing approaches to meeting the pupils' special educational needs and disabilities.

They may also be required to undertake any of the duties delegated by the Assistant Headteacher – SENDCo and support in whole school events.

Qualities

The SENDCo Assistant will

- Uphold public trust in school and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Have a person centred and inclusive approach to engaging with parents / carers, pupils and other professionals
- Have an interest in networking to share best practice and gain new expertise

Duties and responsibilities

School culture and behaviour

Under the direction of the Assistant Headteacher – SENDCo will

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

SENDCo specific

- Under the guidance of the Assistant Headteacher – SENDCo, contribute to the assessment of specific potential pupils through research of information available and face-to-face informal assessments to identify educational approaches, therapeutic approaches and specific environment facilities required to meet the needs of pupils, reporting to the Headteacher as part of the commissioning process
- Under the guidance of the Assistant Headteacher – SENDCo, attend meetings focused on supporting pupils' SEND, including Therapy Team meetings, and support approaches to SEND following the principles of the school's Therapy Provision Map at universal, targeted and specialist levels
- As directed by the Assistant Headteacher – SENDCo liaise with external agencies, parents / carers for specific aspects related to the preparation, running and reporting on EHCP reviews
- Support the Assistant Headteacher – SENDCo in preparing and running Placement Transition Meetings, including ensuring that all relevant documents are completed
- Contribute to the information for inclusion in the school's SEND and Inclusion information report
- Contribute to the day-to-day operation / implementation of the school's SEND and Inclusion Policy and the co-ordination of specific provision made to support individual pupils with SEND as specified in their EHC plans
- Understand the process of EHCP reviews for the each LA and contribute to the preparation for EHCP reviews, including liaising with teachers regarding reviewing and updating information, and running specific EHCP reviews as directed by the Assistant Headteacher - SENDCo
- Support the preparation and quality assurance of the Pupil Individual Learning Steps (PILS) documents, under the guidance of the Assistant Headteacher - SENDCo, to ensure that there is continuous and sequential focus on supporting pupils to meet their EHC plan outcomes for each area of need

General Special educational needs and disabilities (SEND)

Under the direction of the Assistant Headteacher - SENDCo, the SENDCo Assistant will

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Work demands

- To act in a flexible and positive manner and to continually review effectiveness of SEND support for pupils.
- To maintain a positive approach to working with pupils who have a variety of additional and complex needs.
- To make positive and supportive contributions to the Fountain Head House School staff team.
- To engage in training as appropriate and performance management reviews
- To operate at all times, within the stated policies and practices of Fountain Head House School. Take responsibility for health and safety, safeguarding and child protection.

Other duties

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Person specification

CRITERIA	QUALITIES	ESSENTIAL OR DESIRABLE
Qualifications and training	• Bachelor's degree in special education, early childhood, psychology, or a similar	essential
	• Willingness to complete relevant training	essential
	• SENDCo qualification	essential
Experience	• Experience related to pupils with SEND	essential
	• Experience in preparing documentation, record keeping, coordinating gathering of information, demonstrating excellent organisational skills	essential
	• Experience in working with different software such as word, excel, publisher	essential
	• Supporting teaching and learning experience	desirable
Skills and knowledge	• Understanding the importance of building positive and supportive relationships with parents / carers, pupils and other professionals	essential
	• Effective communication and interpersonal skills	essential
	• Ability to communicate a vision and inspire others	essential
	• Ability to build effective working relationships	essential
Personal qualities	• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	essential
	• Ability to work under pressure and prioritise effectively	essential
	• Commitment to maintaining confidentiality at all times	essential
	• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	essential