



Gusford Primary School

"Promoting Achievement and Success."

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Headteacher : Mrs C Claydon

Job Description: Assistant SENCo

Teachers Pay Scale

Part-time 0.5

Assistant Headteacher Job Description

The teacher is responsible to the Headteacher and SENCo. The role will require the post holder to deputise for the SENCo.

Core Purpose

The aim of this post is to assist the SENCo in leading and providing special educational needs support in order to assist high quality teaching, effective use of resources and high standards of learning and achievement for children.

Principle Accountabilities

Monitoring and Tracking Children's Achievement:

- to ensure that the SEN register is kept accurate and up to date and that staff are kept informed of students' special educational needs
- track and monitor intervention data to identify progress and underachievement
- to use data effectively to identify children who are seriously underachieving and where necessary create and implement effective plans of
- action to support those children, including vulnerable children and children on the pupil premium register
- to analyse and interpret relevant national, local and school pupil data, plus research and inspection evidence, practices, expectations, targets and teaching methods

Parents:

- build and maintain a close partnership with parents and carers
- ensuring parents and carers take a full role in the planning and monitoring of their children's progress
- communicate with parents on children's learning and progress, drawing attention to special skills and talents as well as to problems or difficulties

Working with Outside Agencies:

- to deputise for the SENCo when needed in chairing annual reviews effectively
- to liaise with relevant outside agencies to ensure that individual pupil special educational needs are met effectively and that the requirements of ECHPs are fully met
- to ensure that accurate and detailed records are kept of all meetings and discussions with parents and outside agencies

Leading Staff:

- to support the work of the student and family support team in developing exemplary inclusive practice across the school
- to support the SENCo in creating a climate which enables other staff to develop and maintain positive attitudes towards inclusion
- to provide guidance to teaching and support staff on the choice of appropriate teaching and learning methods to meet the needs of different children, including vulnerable children and children on the pupil premium register
- to identify relevant training needs and to support the development of staff by planning and leading staff meetings and INSET days as necessary
- to be involved in the deployment of the SEN support staff across the school and their day to day management, ensuring that support is well targeted and that it has impact on children's learning
- to support the SENCo in leading meetings of SEN support staff, communicating information and co-ordinating actions as required
- to be involved in the appraisal of the SEN support staff
- to support the SENCo and members of the team in testing and access arrangements for summative assessments eg KS2 SATs

Own Professional Development:

- take part in appraisal and reviews of your work as arranged by the Headteacher and SENCo
- to keep up to date with the latest research and information pertinent to the role
- commitment to undertake specialist training as requested

Teaching Responsibilities are:**Teaching**

- plan and deliver high quality provision and support for children with SEN and EAL both in and out of the classroom
- plan and prepare courses, schemes of work and individual lessons appropriate to the needs, interests, experience and existing knowledge of the children
- ensure that proper account is taken of any specific needs children have by reason of their gender, language or ethnicity and that appropriate provision is made for them
- promote the social development and welfare of the children so that each child feels valued and enjoys learning
- involve children in the planning and evaluation of their work
- evaluate, review and improve your own teaching methods, materials and schemes of work

Pupil Achievement

- to ensure high expectations of achievement for all children
- to establish clear targets for children with EAL and SEN and evaluate progress towards meeting those targets

Monitoring and recording

- monitor and assess children's work
- record their development, progress and attainment
- provide or contribute to oral and written assessments, reports and references relating to the development and learning of individual children and groups of children

Ethos of the school

- maintain an ordered and caring environment in the classroom and around the school so that children achieve their potential and feel secure and valued
- make children aware of their rights and responsibilities in respect of each other, the staff and the school community as a whole
- take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of children and supervising children before and after school sessions

Resource Management

- maintain an attractive and stimulating learning environment
- comply with the requirements of Health and Safety and other related legislation

Gusford is committed to the protection and safety of its pupils. The position is subject to an enhanced DBS check. Previous experience of a role in an educational establishment is essential. We welcome applications regardless of age, gender, ethnicity or religion. Only applications submitted on the Active Learning Trust application form will be considered.

It is expected that your current or last employer will be one of your referees and they will be contacted prior to interview. Verification of your qualifications will be required at interview.