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| **JOB DESCRIPTION** Job Title: Assistant SENDCo - SecondarySchool: St Mary’s & St John’s CE School **Reports to:** Deputy Head of Secondary: Inclusion Pay Scale:MPR/UPR + TLFLocation: Bennett House, Sunningfields Road, Hendon, NW4 4QRStamford Raffles, Downage, Hendon, NW4 1ABContract: Full Time Permanent |
| **Core Purpose:**  At St Mary’s and St John’s school, a Church of England Foundation school, we believe that God is the source of all wisdom. We strive to know God and the world in which we live in order to grow into people capable of serving our local and global community. Through the pursuit of wisdom and commitment to service we have the hope of a future brimming with possibility.  In all aspects of the post the Assistant SENDCo must implement faithfully and effectively the Aims and Policies of this school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and positive commitment to learning are maintained and strengthened. |
| **Duties:**   * Those which are specified in the current School Teachers Pay and Conditions Document, and the accompanying generic role description * All staff share in the responsibility for the Pastoral care of students and will be assigned duties accordingly.   **Specific Responsibilities:**   * Deputise for the SENDCo * Assist in the identification of intervention needs with the SENDCo, followed by the creation, supervision and monitoring of individual and group intervention programmes * Liaise with pastoral, teaching, and external staff for high quality provision for students with SEND * Assist with department learning walks and staff training * Oversee and support the Alternative Curriculum course run through the SEND Department.   **Assist the Inclusion lead to monitor, quality assure and develop EAL provision:**   * Oversee the EAL provision in liaison with the Inclusion Lead and the EAL teacher * Evaluate data for students with EAL from whole school targets/data drops and work with the Inclusion lead to devise appropriate strategies to ensure students make excellent progress.   **Teaching and Learning**   * Work with staff to identify and adopt the most effective teaching approaches for those students with special educational needs * Monitor teaching and learning activities to meet the needs of students with special educational needs * Lead the delivery and coordination of training for staff to ensure they are empowered to meet the needs of students with SEND in the classroom * Oversee the liaison with other schools to ensure continuity of support and learning when transferring students with SEND.   **General Duties relevant to all members of staff:**   * Promote and implement the School's equal opportunities policies in all aspects of employment and service delivery * All staff should act with professional integrity at all times, following our Code of Conduct * All staff are required to have an awareness of Data Protection requirements and comply with all the principles of data security outlined in the General Data Protection Regulations. This includes maintaining security of data * SMSJ 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. * This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Principal |