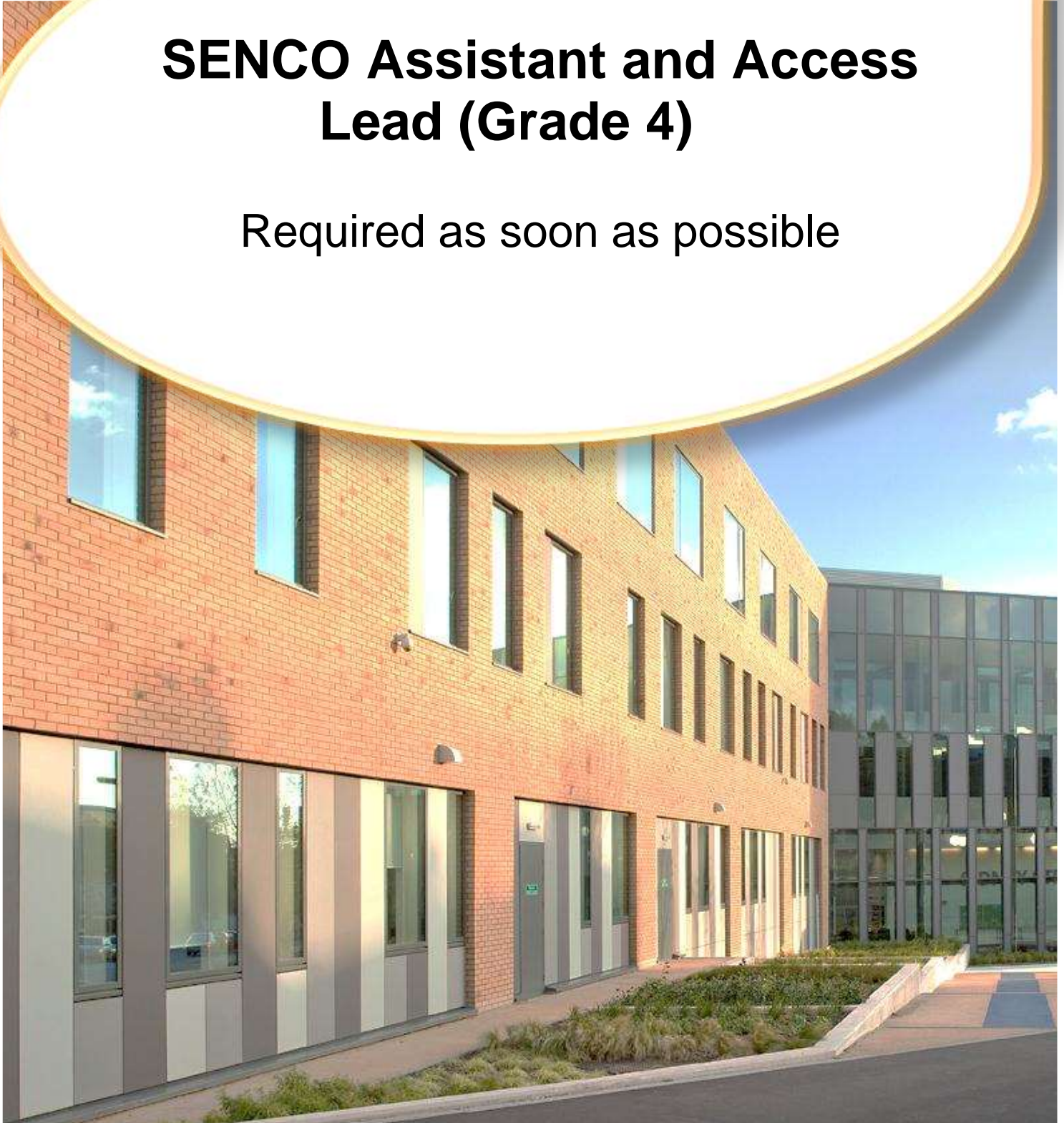


# **SENCO Assistant and Access Lead (Grade 4)**

Required as soon as possible



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops, we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



## **SENCO Assistant**

You will be part of a large, motivated and supportive learning support team and will work closely with the three SENCOs.

Nearly 18% of the students at the Academy are identified as SEND and within this there is a varied spectrum of additional needs. We strive to ensure that all students have their needs met within the academy and the SENCO team are a key part of this.

The role would be student facing as well as working with teachers, LSAs, external agencies and parents to ensure that all required parties are included in assessing, planning, doing and reviewing the progress of and provision for our SEND students.

A key part of the role would be to ensure that provision map – the platform we use to record SEND student information and interventions – is both maintained and updated. We would provide training on this system as required but the appointed person would need to know or learn how to use this system and be generally confident with technology.

Finally, you will need to be confident working with both students and parents and liaising with external agencies, co ordinating various meetings and attending meetings in order to complete and distribute the required paperwork. This role is pivotal to the smooth running of SEND provision at the Academy.

# Why work at Sidney Stringer Academy:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and the opportunity to be involved in additional career-development programmes
- Excellent professional development opportunities across a wide range of areas, delivered by experienced specialists and practitioners



- Free tea and coffee
- Social committee with subsidised events
- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards
- Dynamic and exciting environment
- Strong community links
- Supportive team and atmosphere

## **JOB DESCRIPTION – SENCO Assistant and Access Lead (Grade 4)**

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

**Reporting to: Head of SEND**

**Hours:** 32.5 Hours per week  
Monday to Friday 8.30am to 3.30pm  
Term time only plus 5 days

**Job Purpose:** To work with and support the SENCO team in their role as they strive to ensure that everything is in place for the students identified as SEND.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### **Support to SENCO**

- Be a point of contact for outside agencies, SENCOs and Head of Faculty (HOF) regarding the students with SEND, organising meetings and support sessions where appropriate
- Be responsible for maintaining and updating SEND records onto provision map and liaising with staff to ensure that the required information is all up to date
- Ensure all relevant paperwork is attached to our SIMS system and academy staff are updated regarding student strategies and recommendations
- Ensure all referrals are distributed to the appropriate external agency in a timely manner
- Ensure all information from external agencies are either distributed to staff or recorded onto the relevant spreadsheet to be actioned by someone else
- Complete data analysis for SENCOs and (HOF) – running reports from SIMS, managing paperwork, assisting with SEND registers, updating provision maps, preparing Education Health and Care Plan (EHCP) data for Annual Review meetings etc
- Arrange student reviews with relevant agencies, liaising with the Local Authority regarding EHCP requests and outcomes, collating paperwork in preparation for meetings
- Being present at all interim and annual reviews in order to type up and distribute the required paperwork.
- Ensure the EHCP meeting timeline is followed and that the Local Authority have the reports they need in good time, outside agencies have notification that their presence or a report is required, parents are given relevant notice of meetings and previous SMART Targets have been circulated to all attendees prior to the LA deadlines
- Create and maintain Annual and Interim Review logs, supporting SENCOs in ensuring all deadlines are met within the Local Authority EHCP meeting guidelines
- Contact parents regarding the consultative process for EHCP reviews
- Assist the SENCOs in the completion of Student Support Plans and Family Conversations
- Ensuring all SEND paper and electronic files are maintained and are up to date
- Be responsible for the testing of students who may require access support (training can be provided)
- Plan for the access provision of students during all internal and external exams
- Liaise with students and families to support with the update of Student Support Plans
- Attend parent's evenings as required
- Assessing literacy and numeracy skills as required using the testing mechanism in place at the time
- Running identified small group interventions as required

### **Other Duties**

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

To undertake any other duties that may be reasonably deemed part of the role.

### **Safeguarding**

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

### **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of The General Data Protection Regulation (GDPR) and Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information



must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

## **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

## **Training and Development**

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests. **Job Description Reviewed By: C. Turpin (June 2019)***

## **PERSON SPECIFICATION**

<b>SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualification and Training</b>	Very competent with technology and an ability and interest in learning the systems we use to record, track and monitor student progress.  High level of numeracy and literacy in order to ensure that official documentation is completed to an appropriately high standard.	Qualifications in ICT  Evidence of qualifications in this area  Education to A level or its equivalent and beyond  Qualifications in SEND (such as QCF Level 2 in ASD and Dyslexia, CPT3A access training, WRIT and WRAT training)
<b>Experience</b>	Evidence of having worked with children in some capacity  Experience of clerical/administrative work	Relevant work experience in a similar environment  Experience of working with children with SEN, preferably at secondary age

		<p>Experience of working with professionals and services involved in supporting students with SEND</p> <p>Previous experience of working with Provision Map and SIMS</p> <p>Experience of report/document writing and proof reading</p>
<b>Qualities, Skills, Knowledge and Abilities.</b>	<p>A positive interest in working with students</p> <p>Basic understanding of child development and learning</p> <p>A basic knowledge of the different areas of difficulty a child may have, and how they can be supported in a school environment</p> <p>Knowledge of relevant policies/codes of practice and awareness of legislation</p> <p>General understanding of National Curriculum and other basic learning programmes</p> <p>Ability to relate well to children and adults</p> <p>A sense of humour</p> <p>Adaptability to a range of situations</p> <p>Able to work on own and as part of a team, with excellent communication skills</p> <p>Ability to build good working relationships with a range of colleagues</p> <p>Tactful, respectful and sensitive to the needs of others</p> <p>Ability to work calmly and with patience</p> <p>Proactive attitude and excellent organisation skills</p> <p>A well-developed sense of responsibility and professionalism shown at all times</p> <p>A drive for ensuring students with SEND get the best support, teaching and education available to them</p>	<p>A passion for supporting children who have Special Educational Needs and developing their futures</p> <p>A knowledge and understanding of assessment, monitoring, target-setting and evaluation, using this information to support students as effectively as possible</p> <p>A want to further develop as a professional, with an enthusiasm around learning new skills and programmes, including wider reading around SEND and supporting the SENCO team with this knowledge</p> <p>Able to demonstrate the ability to learn and adapt from past experience, working as a reflective professional</p> <p>An eagerness to get involved in the opportunities a dynamic and forward-thinking school brings and support the academy and its values as an ambassador of this</p> <p>An understanding of the Annual Review process and statutory duties of schools towards their students with SEND</p>
<b>Health</b>	A good attendance record	

	Evidence of the stamina required to cope with the demands of the post	
<b>References</b>	Supportive	

***All employees of Sidney Stringer Multi Academy Trust are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.***



## SENCO Assistant and Access Lead

Grade 4 - £14,948 - £17,514 pa (actual salary)

32.5 hours per week

*Monday to Friday 8.30am to 3.30pm*

*Term time only plus 5 days.*

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary School and Sidney Stringer Academy.

We are looking to appoint a SENCO Assistant to join our dynamic Learning Support Team. As a SENCO Assistant, you will be responsible for supporting the SENCO team with organisation, administrative tasks and the implementation of high-tariff SEND Support for our most vulnerable students. You may also be asked to work with classes and small groups of students outside and inside the classroom.

You will be part of a large, motivated and supportive learning support team and will work closely with members of this team as well as with teachers in departments. You will also be expected to be a co-tutor, which means that you will provide support to a form tutor and belong to one of our five houses.

Nearly 18% of the students at the Academy are identified as SEND and within this there is a varied spectrum of additional needs. We strive to ensure that all students have equal access to a broad and balanced curriculum and our LSAs are integral to this.

### **How to apply**

If you are ambitious for yourself, passionate about the futures of children and want to be part of a forward-thinking team of like-minded professionals at this exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

**[www.sidneystringeracademy.org.uk](http://www.sidneystringeracademy.org.uk)** – ‘Vacancies page’

If you would like further information please contact:

Anna Hickinbottom (Head of Learning Support) – [ahickinbottom.staff@sidneystringeracademy.org.uk](mailto:ahickinbottom.staff@sidneystringeracademy.org.uk)  
or Ben Hooper (Head of SEND) – [bhooper.staff@sidneystringeracademy.org.uk](mailto:bhooper.staff@sidneystringeracademy.org.uk)

Please return completed application forms to: [recruitment.staff@sidneystringeracademy.org.uk](mailto:recruitment.staff@sidneystringeracademy.org.uk) [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

**Closing date: 22<sup>nd</sup> April 2021 (noon)** Interview date to be confirmed

*Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.*