

## EAST SUSSEX COUNTY COUNCIL

### Job Description

**DEPARTMENT:** Schools  
**LOCATION:** Countywide  
**JOB TITLE:** SENCO  
**GRADE:** East Sussex Single Status Grade 6  
**RESPONSIBLE TO:** Headteacher

#### MAIN PURPOSE OF THE ROLE:

To work closely with the Headteacher and colleagues within the statutory frameworks and the Special Educational Needs (SEN) policy and oversee the day-to-day operation of that policy with the aim of raising SEN pupil achievement.

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#### Key Tasks

1. To coordinate the preparation of information of SEN pupils for all staff and support all staff in understanding the needs of SEN pupils.
  2. To compile, review and regularly update SEN registers, liaising with teachers and senior management.
  3. To implement, monitor and track progress and inclusion of students on the SEN register via provision maps and data and use the results to guide further improvements.
  4. To communicate with staff both verbally and written informing them of any changes or updates regarding SEN pupils.
  5. To identify pupils with specific learning difficulties and test where appropriate using the relevant testing.
  6. To liaise with senior management, support staff, parents, external agencies and other schools to ensure that individual pupils SEN needs are met and that the requirements of statements of SEN are met.
  7. To prepare the paperwork for annual reviews of statemented children and when necessary to hold reviews.
  8. To manage referrals to outside agencies including Speech and Language, Children's Services, Educational Psychologist etc.
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9. To take responsibility for support, monitoring and development of the Teaching Assistants and INA's.
10. To organise Teaching Assistant support throughout the school.
11. To organise 1:1 and small group withdrawals for SEN and statemented pupils.
12. To identify pupils to take part in daily intervention programmes and to monitor the progress and feedback results to senior management.
13. To attend meetings to inform staff of provision for SEN pupils and their progress.
14. To support transition of pupils from Year 6 to Year 7 by attending meetings of prospective pupils and Year 6 parents throughout the year and to meet parents individually where necessary for personalised programmes of transition.
15. To abide by and work towards all the policies within the school e.g. Health and Safety.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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### Person Specification

**Post Title: Assistant SENCO**

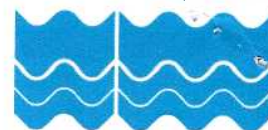
**Location: Countywide**

**Grade: SS6**

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Ability to contribute effectively to teachers' planning and preparation of lessons</li><li>• Ability to contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests</li><li>• Ability to support teachers in evaluating pupils' progress through a range of assessment activities</li><li>• Ability to monitor pupils' responses to learning and modify approach accordingly</li><li>• Ability to contribute to the maintenance and analysis of records of pupils' progress</li><li>• Ability to communicate effectively and sensitively with pupils to support their learning</li><li>• Ability to work collaboratively with colleagues as part of the school team</li></ul>		(e.g. Application form, Interview, Test)

	<ul style="list-style-type: none"> <li>• Ability to guide the work of other adults in the learning environment</li> <li>• Ability to liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning</li> <li>• Able to converse at ease with customer and provide advice in accurate spoken English</li> <li>• Ability to recognise and respond effectively to equal opportunities issues as they arise</li> </ul>		
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• A qualification in English/literacy and mathematics/numeracy, equivalent to at least Level 2 of the National Qualifications Framework</li> </ul>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the Professional Standards for Teaching Assistants</li> <li>• Knowledge of the statutory frameworks and the SEN policy</li> <li>• Specialist knowledge and experience e.g. in behaviour management, pastoral care, special educational needs or individual subject areas</li> <li>• Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour</li> <li>• Knowledge of the key factors that affect the way pupils learn</li> </ul>		

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working as a Teaching Assistant or equivalent experience of working with children or young people</li> <li>• Experience of using ICT to advance pupils' learning, and experience of using common ICT tools for own and pupils' benefit</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a range of educational settings</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A commitment to the learning of all pupils</li> <li>• A commitment to improving own practice through observation, evaluation and discussion with colleagues</li> <li>• A commitment to the Education Department's Equality of Opportunities policy</li> </ul>		
<b>Other</b>			
<b>Date (drawn up):</b> <b>Reference of Officer(s) drawing up person specifications :</b>			



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### Occupational Health

This section is to make you aware of any functions you may be expected to perform or to which you may be exposed, in relation to the post you are applying for, which may have an impact on your health. If successful in your application, this information will help you identify any health related conditions which may impact on your ability to perform the job enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	<input type="checkbox"/>
Working with children/vulnerable adults	<input type="checkbox"/>
Moving and handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift/Night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and/or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood/body fluids	<input type="checkbox"/>