



## **JOB DESCRIPTION**

**Job title:** Assistant SENCo and Safeguarding Officer  
**Reports to:** Head of Safeguarding and Inclusion  
**Grade:** Devon NJC Grade E

### **Trust Ethos and Mission statement**

**Excellence through cultivating character, sharing talents and pursuing excellence.**

**All members of the team employed by the Academy for Character and Excellence support and promote the Trusts mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us.**

### **Responsible for:**

- Responsibility for the education and progress of students with special needs and disabilities
- Responsibility, under the guidance of the Senior Designated Officer (SDO for safeguarding) for managing child protection concerns.

### **Key Responsibilities:**

- In collaboration with the SLT and governing body, the special needs plays a key role in determining the strategic development of policy and provision in the school to raise the achievement of children with special educational needs.
- To work across the trust as required, to offer support and advice related to special educational needs / Safeguarding
- To take day-to-day responsibility for the operation of the SEN policy and co-ordination of the provision for individual special educational needs children working closely with staff, parents and carers and other agencies.
- With SENDCO and inclusion lead, review, evaluate and monitor the SEND policy as necessary and ensure its implementation across the school.
- Maintain a system for identification of children with SEND by gathering appropriate evidence.
- Map the SEND provision and ensure appropriate support is given. To be monitored with Inclusion and Safeguarding Lead.
- Identify where adjustments need to be made to provision and discuss these with the SLT for further consideration.
- Oversee record keeping completed by colleagues and outside agencies and complete all paper work required, including the Annual Reviews.
- Make appropriate referrals to outside agencies and communicate effectively with professionals from outside of the school
- Ensure that children with EHCP receive appropriate resources
- With support from SENDCO and Inclusion and Safeguarding Leader, review, evaluate and monitor resources for SEND children, ensuring that funds are allocated to achieve the best outcomes for pupils.
- To work alongside colleagues to ensure smooth transitions between different settings
- Actively work jointly with the SDO/staff/parents/carers and other agencies in the monitoring of arrangements of safeguarding of the children with the school
- To be a point of contact for outside agencies (Please note that this may occasionally be outside of school hours)

### **Monitoring and Evaluating:**

- Contribute to the School Improvement Planning process and its evaluation.

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- Liaise with the Head and SLT concerning future INSET needs and any funding needs.
- Maintain detailed and accurate record keeping

#### **Supporting Colleagues:**

- Support and advise Teachers and Teaching Assistants in order to improve their practice in meeting the needs of children with special educational needs / safeguarding concerns and bring their attention to any opportunities for professional development that may be appropriate.
- Work with staff to ensure that appropriate provision is made for children with special educational needs.
- Keep well informed of current educational developments in SEND and disseminate information to staff.
- Deploy Teaching Assistants to cover needs of SEN children
- Play a key role in the employment of Teaching Assistants, co-ordinating the induction and annual appraisals of Teaching Assistant's.
- Responsibility for the safeguarding Induction for all school staff

#### **Working with parents:**

- Develop and maintain effective partnerships between parents and the schools staff so as to promote children's learning
- Communicate effectively to parents sharing information and reports provided by external agencies and the schools' subsequent actions.
- Co-ordinating multiagency meetings for children with SEND (using DAF or Early Help Assessment Tool).

#### **Other**

- Any other duties required by the Headteacher or team leader, which is within the scope of this post.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

#### **Whole school commitment**

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To be supportive of the school's and Trusts extra-curricular activities
- To take an active part in the school and Trusts involvement with the wider community
- To ensure the children's safety at all times