



ASSISTANT SENCO

Salary: Trust Salary Scale 17-25

**£24,920-£30,095 pa FTE to be paid pro rata at £21,0128.41-£25,395.26 pa
37 hours per week term time, plus 10 days**

The Thomas Aveling School is a popular and oversubscribed mixed secondary school, with a provision for Hearing Impaired students. This is a fantastic opportunity for an enthusiastic, patient, caring and highly motivated professional to join our SEND Team. Assistant SENCO is a key position providing support to our SEND Team and involves working closely with students and their families, supporting students in school and working with external agencies.

The successful candidate will be passionate about improving the outcomes for children and will have:

- A strong understanding of secondary special educational needs and the issues which affect our students' wellbeing
- Knowledge and understanding of the barriers faced by SEND students
- Excellent interpersonal, communication and planning skills
- Excellent ICT skills

What we offer:

- A happy and supportive working environment
- Continuing Professional Development opportunities
- Benenden Healthcare membership

Closing date for applications: 9am on Friday 8th July 2022

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found

Letters of application, together with completed application form (available on the school website) giving full details of qualifications and experience to date should be sent to:

Mr P Jackson, Headteacher, Thomas Aveling School,
Arethusa Road, Rochester, Kent, ME1 2UW
or emailed to jshelbourne@thomasaveling.co.uk

The Thomas Aveling School is an Equal Opportunities Employer – committed to safeguarding and promoting the welfare of all students – any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.

97% of staff in a recent Staff Survey said that they are made to feel welcome at Thomas Aveling and that behaviour in the school is good

A Beyond ACADEMY
SCHOOLS TRUST

The Thomas Aveling School, Arethusa Road, Rochester, Kent, ME1 2UW
+44(0)1634 844809 | office@thomasaveling.co.uk | Headteacher: Mr Paul Jackson

ASSISTANT SENCO - JOB DESCRIPTION

Designation:	Assistant SENCO
Department:	SEND
Responsible to:	SENCO Team
Salary Grade/Range:	Beyond Trust Payscale 17-25
Contractual hours:	37 hours per week
Working Hours:	Mon-Thu 8-4pm and Fri 8am-3.30pm term time, plus an additional 10 days during the holidays, to be mutually agreed.

1. Purpose

The position will provide direct administrative support to the SENCO.

2. Accountability

To provide a first class service in the support of the SENCO, Deputy SENCO, Teaching Assistants (TA) Team and implementation of SEND support and strategies and the Behaviour for Success policy.

- Support the educational and social development of pupils under the direction and guidance of the SENCO, Head Teacher, Assistant Headteacher (Link AHT) with responsibility for Welfare and Deputy SENCO.
- Promote the inclusion of all students, helping them overcome barriers to learning, which might include physical, emotional and behavioral difficulties with regard to the SEN Code of Practice, September 2014.
- Assist with the smooth day-to-day running of the SEND department.
- Under the guidance of the SENCO/Link AHT/Deputy SENCO/, be responsible for the allocation of duties of designated TAs and their time-tables including targeted interventions.
- Ensure all school events – such as Taster Days, Sports Days – have appropriate TA support.
- Provide administrative support for the assessment of SEND students with regard to examination dispensations and additional support. Update Access Arrangements and provision lists in Public Folders and SIMs (school information management system).
- Support with online applications for Access Arrangements as well as supporting with assistive technologies and specialist equipment
- Assign TA invigilators/readers/scribes/laptops and organise rooming and materials for Access Arrangements for exams including collating evidence as required by exam boards.
- Monitor the administration of the SEND Register and update it, other groups (such as ASC/Dyslexia) and Access Arrangements and transition lists in Teams and SIMs as appropriate.
- Co-ordinate and manage administration for the annual reviews of Education Health Care Plans (EHCP), deputising for Deputy SENCO/SENCO as appropriate as well as completing the costed provision maps.
- Co-ordinate and manage administration of referrals as well as communication and appointments with external agencies, parents and staff.
- Attend the SEND desk at parents’ evenings as well as meeting with parents during SEND afternoons and ad hoc meeting and manage and liaise with staff for the follow up actions.
- Pro-actively support the aims and ethos of the school in line with Behaviour for Success Policy.

Signature of Postholder: Date:

Signature of Line-Manager: Date:

Signature of Headteacher:Date: