



SENCo Assistant

Location: Bristol

Contract: Permanent, 37.5 hours per week – term time (and INSET days) only.

Holiday: as per Bristol school term dates.

Salary: £19,000 – £25,000, pro rata.

Start date: Dependent on current notice period

In this role, your primary areas of responsibility will be to:

The main aim of this role is to support our SENCo to better meet the needs of our students who experience Social, Emotional and Mental Health needs. This role includes undertaking responsibility for the completion of SENCo team admin including attending and writing minutes for meetings, as well as preparing important documents to be completed by the SENCo or Teaching staff. You will work alongside the SENCo to further develop SEN provision within the school and as this develops you may also be asked to support or lead interventions and carry out some 1:1 and small group work with students. Additional responsibilities will include:

- Following the school policies and procedures, especially those relating to child protection and health and safety.
- Contributing to the educational and social development of students under the direction and guidance of the SENCo, Head Teacher and SLT team.
- Updating and maintain the annual review schedule.
- Preparing letters/invites for parents/carers and professionals.
- Completing all sections of paperwork that do not require teacher or SENCo input, including data that is available. Alerting teachers to deadlines for completing remaining sections.
- Creating and maintaining relevant spreadsheets (following SENCo direction): consult spreadsheet, top up spreadsheet, Education Psychologist spreadsheet, etc.
- Contacting external professionals for contributions towards the annual review process, where necessary adding these contributions to review paperwork.
- Obtaining parental permission to distribute documents prior to meetings.
- Preparation of documents needed at the annual review and other SENCo arranged meetings.
- Attending all Annual reviews with the SENCo and recording contributions/changes to paperwork.
- Maintaining central records relating to SEN needs and provision.
- Liaising with the School nurse/Paediatrician/Primary Mental Health Specialist to arrange school held appointments.
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- Alerting SENCo to referrals and monitoring the follow up of referrals made (i.e. to the school nurse, occupational therapist etc.).
- Sending invites and reminders for SENCo led meetings to parents and professionals and booking rooms for these meetings.
- Contacting parents for contributions and permission signatures towards Annual reviews and referrals being made.
- Filing of electronic documents and maintenance of student files both electronic and hard copy.
- Prepping provision maps for the SENCo to write.
- Completing termly audits of provision as directed by the SENCo and alongside the SENCo and creating spreadsheets on the feedback from these audits.
- Arranging/liaising with other parties to organise school visits for EHCP students who would like consult to be sent to the school.
- Monitoring SENCo post and telephone calls (where appropriate).
- Responding to emails from members of staff and external professionals.
- Distributions of external professional correspondence to relevant staff.
- Monitoring SIMs is up to date with Student Status (FIF/CIN/CP/CIC/SEN needs) and providing DSL with termly data.
- Addition or maintenance of contact details for outside agencies for EHCP students on SIMs.
- Running reports as required.
- Leading interventions either on a 1:1 basis or small group with students.
- Working with other professionals, such as speech therapists, NAOS and occupational therapists, as necessary.
- Working with key workers, engagement workers and SLT to support students with emotional or behavioural needs and help develop the SEN provision to ensure it meets individual student needs.
- Adapting to the changing needs of the school and its intake.
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.
- To take on the responsibility to attend and take minutes for SENCo arranged meetings within contracted hours and ensuring these are written to a high standard and distributed to relevant staff and professionals within a set timeframe.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

The skills and experience that you will bring to this role are:

Experience and Attributes:

- Previous experience of working with young people with special educational needs.
- Experience of working in a school setting.
- You will be educated to GCSE level (or equivalent) in literacy and numeracy.
- Strong interpersonal skills when working with both adults and young people.



- A commitment to personal learning and development, and have a sincere commitment to sharing our long-term aims and drive for continuous improvement.
- A strong desire to have an impact on the lives of vulnerable young people.
- Interest in working holistically with a child centred approach.
- Excellent organisational and communication skills.
- Ability to work to deadlines and to set appropriate deadlines both for yourself and others.
- Ability to work independently, take initiative and be adaptable.
- Ability to remain calm whilst under pressure.

Personal qualities

- Energy, drive and enthusiasm.
- Excellent interpersonal and communication skills.
- Ability to support a team culture.
- A sense of humour and positive attitude.
- The ability to use your initiative and be self-driven.
- Effective listening skills.
- The ability to form positive relationships with learners and parents/carers.

As an LPW colleague you will be offered travel loans, childcare vouchers and a cycle to work scheme as well as comprehensive training on working in this challenging but rewarding environment, with clinical supervision.

To apply please complete the recruitment application form found on our website at www.lpw.org.uk, explaining your motivation for applying for the post, and send with your CV to recruitment@lpw.org.uk. Please note that any CVs received without an accompanying recruitment application form will not be considered for interview.

Closing date: Friday 18th September 2020.