

Chislehurst School for Girls

JOB DESCRIPTION

Designation: SEND Assistant	School: Chislehurst School for Girls	Grade: NJC Scale: 4
Line Manager:	SENDCo	Hours: 35 per week, 38 weeks per year
MAIN RESPONSIBILITIES OF THE POST: - To oversee the SEND provision (known as The Lighthouse) and support all SEN students using the Lighthouse during the course of the school day - To assist the School's SENDCo - To support students with Special Educational Needs and Disabilities		
Working with the Teaching Assistant Team: - Assist with timetabling support for SEND students with complex needs and supporting with cover arrangements where necessary - Liaison with team e.g. weekly meetings - To be key point of contact for Teaching Assistant queries on a day-to-day basis - Assisting with induction for new Teaching Assistants - To take part in annual appraisal process		
School documentation/key administrative duties: - Support with maintaining the SEND list as directed by the SENDCo and reviewing data on the management information system (SIMS) to ensure consistency between the SEND list and SIMS - Creation and updating of the Pupil Passports (on Classcharts) to communicate information to classroom teachers and all staff to support Quality First Teaching - To assist the SENDCo with the production of letters, referrals and collecting round robin information from teachers to support annual reviews and meetings.		
Contact with students/parents & carers: - Delivery of interventions as appropriate, under the direction of the SENDCo e.g. ELSA (Emotional Literacy Support Assistant) - Creation and updating of Pupil Passports e.g. provide opportunities throughout the year for contact with parents/carers to review Pupil Passports, in conjunction with the SENDCo - Ongoing liaison with parents/carers as required - Supporting students with exam concessions to ensure that provision is in place and students are accessing the right support - To lead on the provision of Social Space (The Lighthouse) before school, break time, lunchtime (on rota) - Supervising and monitoring SEND students' access to the Lighthouse (SEND provision) and providing support where needed e.g. on assessments, timetable queries etc.		

Identification of needs, referrals and multi-agency working - working with the SENDCo in the following areas: • Support with liaison with external agencies and professionals e.g. Educational Psychology Service, Borough SEND Teams • Support with providing information to key agencies involved in assessment where requested by the SENDCo • To attend and assist with Annual Reviews for existing EHCPs
Point of contact for staff - to work with the SENDCo: • To provide expertise and advice on issues relating to SEND e.g. to be key point of contact for the Pastoral Support Team, Attendance Team and Heads of Years/Directors of Studies • To communicate to staff individual student barriers to learning through the SEND List and the Pupil Passports General • Undertake relevant training as necessary • Undertake duties as may be reasonable expected • To participate in the Trust's appraisal process

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post-holder.

Person Specification

Qualifications and Training:

- Good general education including GCSEs (or equivalent) in English and Maths – Essential
- Relevant qualification in youth work, counselling, education or social care – Desirable
- Safeguarding and child protection training – Essential

Experience:

- Understanding and/or Experience of working with young people in a school or youth setting – Essential
- Understanding and/or Experience of supporting students with SEND – Essential
- Experience working with external agencies or families – Desirable
- Experience of using behaviour or attendance data systems (e.g. MIS, CPOMS) – Desirable

Knowledge and Skills:

- Understanding of issues affecting young people, including mental health, bullying and attendance – Essential
- Awareness of safeguarding and child protection procedures – Essential
- Ability to build positive and professional relationships with young people – Essential
- Strong communication and interpersonal skills – Essential
- Ability to stay calm and respond effectively in challenging situations – Essential
- Good organisational and record-keeping skills – Essential

Personal Attributes:

- Empathetic, approachable and non-judgmental – Essential
- Reliable, proactive and resilient – Essential
- Able to work both independently and as part of a team – Essential
- Committed to equal opportunities and inclusive practice – Essential
- Willingness to undertake relevant training and development – Essential

Additional Information:

- This role requires an enhanced DBS check.
- Training will be provided on site procedures, safeguarding, and health & safety.

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Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.