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| Job title: | SEND Assistant |
| Responsible to: | Assistant Head Academic & Headmistress |
| Hours per week: | 22.5 hours/ 3 days per week |
| Salary: | Canbury School Salary Scale |

Purpose of post

To work to assist the SENCO with the annual review process of students with EHCP.

Key responsibilities

The key responsibilities and duties are:

- Assist the assistant head academic/SENCo with the annual review process of students' EHCPs.
- Diarise all annual review meetings for students on an annual basis on behalf of the SENCo– liaise with parents/carers and case workers to agree dates, place and time of annual review.
- Maintain the annual review master booking sheet – confirming progress on each entry as appropriate, from date setting to submitting to the final paperwork to the Local Authority.
- Send out subject review feedback forms to relevant subject teachers/Year LSAs/additional staff (such as behaviour analyst, speech and language therapist, literacy specialist, dyslexia specialist, and mathematic specialist teacher as specified on the Provision Map) in advance of the annual review.
- Request parents' feedback for the annual review meeting.
- Arrange feedback from students for their annual review meeting.
- Chase any additional reports as required – such as CAMHs/ OT/ Educational psychologist/Physiotherapists.
- Input information from all contributors into the annual review form and prepare comprehensive annual review packs for the SENCo prior to the meeting, for approval and sending to parents/carers before meeting.
- Ensure on-line links are sent to all attendees prior to the meeting.
- Post-meeting ensure SENCo has completed annual review form and send to parents/head teacher for approval and signing off before submitting to the Local Authority in a timely fashion (max two weeks post meeting).
- Arrange interim/emergency annual reviews in addition to routine ones as required.
- Log final annual review decision. Upload updated final/amended EHCPs to the School's Management Information System.
- Compare amended EHCPs with existing provision map and liaise with Registrar to ensure the provision map is up to date.
- Notify any additional outside agencies, where known and applicable, of dates of students' annual reviews so that they may prepare to attend or send info as required.

Person Specification

- Positive, can-do attitude
- Adaptable and flexible
- Experience of gathering, evaluating and using assessment data to inform practice
- Experience of leading/supporting successful extracurricular activities
- Excellent planning and organising skills

- Ability to use a range of ICT programmes
- A friendly, open, good-humoured and collaborative attitude
- Commitment to the School's ethos
- Ability to form and maintain appropriate relationships and personal boundaries with students
- Positive attitude to use of authority and maintaining discipline
- Ability to maintain consistency and fairness

Supervision Arrangements

The School will determine supervision arrangements in line with current management structures and the needs of the job.

Equal Opportunities

You will, at all times, carry out the duties and responsibilities of the post with due regard to the School's equal opportunities policies.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the School as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This job description should be seen as enabling rather than restrictive and is subject to regular review.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.