

Job Description

Job Title: Assistant Area SENCO	Service Area: CYPS, Early Years education and childcare team	
Directorate: Education, Inclusion and Achievement	Post Number:	Evaluation Number: JE 6982
Grade: Scale 5	Date last updated: September 2023	
Building a Fairer Newham We are committed to investing in our people and our borough to make it the best place to live. We are addressing poverty and inequality, tackling the housing crisis, health inequality and food insecurity. Our commitment starts within the workplace where we strive to ensure the Building a Fairer Newham Corporate Delivery Plan is our number one priority to deliver better and fairer outcomes for our residents		
Equality and diversity We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.		
Protecting our staff and services Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.		
Corporate parent We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.		

Overall Purpose of Job

To work under the direction of the two Local Authority area senco's, one of which leads the SEND hub, to provide early intervention, advice and support to the private, voluntary and independent (PVI) and Child minding sector with regards to children identified as having SEND, or are likely to have SEND, as outlined in the Special Educational Needs and Disability Code of Practice: 0-25 (DfE, 2014).

Working under the direction of the LA area SENCOs', to proactively engage with managers and practitioners across the full range of early years settings including children's centres, to

promote and monitor the inclusion of children with special educational needs (SEN) or disabilities in mainstream settings and modelling and demonstration of interventions.

To support the delivery of high quality training and professional development for early year's practitioners on meeting the needs of children with SEN or disabilities.

To take responsibility for selected projects within the service as directed by the area SENCOs.

Job Context

1. The post holder reports to the SEND hub manager
2. The post holder has no budget responsibility.
3. The post holder may be required to work occasional evenings or weekends in order to meet service requirements.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties as may be required from time to time.

To undertake all responsibilities listed below as required under the direction and peer mentoring of the area SENCOs:

- ✓ To advise, inform and offer practical support to early years providers on identification, assessment and intervention for children with SEN or disabilities as outlined in the Special Educational Needs and Disability Code of Practice: 0-25 years (DfE, 2014).
- ✓ To assist and support early years settings to develop and review SEN and equality policies
- ✓ In partnership with the SEN/ Inclusion Support Services, to provide advice for managers and senior leaders on which children with SEN or disabilities may be eligible for high needs funding
- ✓ To provide day to day support for SENCOs based in settings, ensuring that appropriate arrangements are in place to support children with SEN or disability, including maintenance of the SEN register and recording of interventions together with their impact on children's learning and progress.
- ✓ To advise on the effectiveness of, and when necessary justify the use of, specialised techniques and materials
- ✓ To support early years settings in ensuring that children with SEN or disabilities are ready for the next stage of their education and are able to make a smooth transition to the next provider
- ✓ To liaise with and utilise the expertise of other statutory and voluntary agencies in providing a coherent and coordinated approach to the all round development of children with SEN

- ✓ To analyse own professional strengths and development areas of responsibility and set plans for improvement
- ✓ Actively to maintain and develop up to date knowledge and skills in the field through own personal research and membership of relevant sector organisations
- ✓ To attend support and supervision meetings, training days and other professional development activities

Personal Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: A clear understanding of equal opportunities.	Application Form/Interview/Test Application Form/Interview/Test

Specialist knowledge and understanding of the relevant issues (including national and local initiatives) in both education generally and SEND	
QUALIFICATIONS/ EXPERIENCE: A relevant L3 or above qualification in early years and/or SEND Additional qualifications in SEND Evidence of comprehensive professional development including specialist training courses. Substantial experience of teaching children with special educational needs and disabilities in inclusive early years settings Ability to demonstrate effective teaching and learning methods for pupils with SEN and disabilities	Certificates Application Form Application Form/Interview Application Form/Interview
SKILLS AND ABILITIES: Well developed problem solving and negotiation skills. Excellent organisational skills. Ability to develop and sustain partnerships. Excellent interpersonal /communication skills. Ability to produce high quality reports from the information gathered, which is to a high standard and on the agreed format.	Application Form/Interview/Test Application Form/Interview Application Form/Interview Application Form/Interview/ Application Form/Interview/ Test Application Form/Interview

<p>Ability to meet plan, prioritise, work under pressure, met deadlines and adapt to new model of working.</p> <p>High level of competence in ICT and good awareness of the use of ICT across the role</p>	<p>Application Form/Interview / Test</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Able to work co-operatively as part of a team.</p> <p>Able to follow guidance/instruction in support of professional development</p> <p>To demonstrate a strong commitment to public service.</p> <p>Has a high degree of integrity.</p> <p>Able to demonstrate fairness and openness.</p> <p>Strong commitment to team working. Ability to work under pressure.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>This post is subject to an enhanced DBS check.</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p> <p>Able to travel between schools and early years settings</p>	<p>Application Form/Interview</p> <p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>