

### Job Description

<b>Job Title:</b>	Assistant SENCO
<b>Responsible To:</b>	Head of ALS
<b>Line Management of other staff:</b>	No
<b>Location:</b>	Colchester
<b>Salary:</b>	£26,269 - £28,644 per annum
<b>Date of last review:</b>	August 2024

### **Purpose Statement:**

Colchester Institute is seeking a dedicated and proactive Assistant SENCO to join our Additional Learning Support (ALS) team. The successful candidate will play a vital role in ensuring the effective provision of support for students with special educational needs (SEN). This is an excellent opportunity for someone passionate about enhancing the educational experience of students with SEN in a further education setting.

### **Main Duties & Responsibilities:**

<b>1</b>	To conduct and manage Education, Health, and Care Plan (EHCP) reviews, ensuring compliance with statutory requirements, including liaising with students, parents, and staff to gather input and feedback for EHCP reviews.
<b>2</b>	To be the single point of contact for EHCP statutory consultations from local authorities and to respond promptly and accurately.
<b>3</b>	To act as a primary point of contact for external stakeholders, including local authorities, healthcare professionals, and other relevant agencies and to attend and contribute to multi-agency meetings as required.
<b>4</b>	To prepare detailed reports and documentation, including Form 9s for EHCP Exam Access Arrangements (EAA).
<b>5</b>	To facilitate effective communication and collaboration to support the needs and progress of students with SEN, including clear communications within the ALS team.
<b>6</b>	To support the Head of ALS in the development and implementation of SEN policies and practices within the college.
<b>7</b>	To assist in the identification and assessment of students with SEN, ensuring appropriate support plans are in place and the correct funding has been claimed.
<b>8</b>	To provide guidance and training to teaching staff on SEN strategies and best practices.
<b>9</b>	To monitor and evaluate the effectiveness of SEN provision and make recommendations for improvements.
<b>10</b>	To stay up to date with current legislation, research, and best practices in SEN education.
<b>12</b>	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
<b>13</b>	To undertake any other associated duties determined by the college.

*This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute*

### Person Specification

**Job Title:**

Assistant SENCO

Qualifications	Essential	Desirable	How is this assessed?
Education to Level 2 or above and/or a professional qualification in relevant subject area or equivalent.	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent.	✓		A
Experience	Essential	Desirable	How is this assessed?
Experience in a similar role within an educational setting.		✓	A / I
Experience in working with children or young people with SEN.	✓		A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Comprehensive knowledge of EHCP processes and statutory requirements.	✓		A / I / P
Knowledge of High Needs Funding in FE and statutory requirements.		✓	A / I
Knowledge and experience of Local Authority consultation processes and statutory requirements.		✓	A / I
Knowledge of Further Education settings.		✓	A / I
Excellent presentation and communication skills to large groups of people.	✓		A / I / P
Strong communication and interpersonal skills, with the ability to build positive relationships with a range of stakeholders.	✓		A / I
Excellent organisational skills and attention to detail.	✓		A / I
Ability to work independently and as part of a team.	✓		I
Empathetic and patient, with a genuine commitment to supporting students with SEN.	✓		A / I
Resilient and able to handle challenging situations with professionalism.	✓		A / I
Proficient in the use of various IT systems.	✓		A

Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How is this assessed?</b>
A strong commitment to Equity Diversity, and inclusion.	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		A / I
Ability to travel to and work at all campuses.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		A / I

**KEY:**

<b>A</b>	Application
<b>I</b>	Interview
<b>P</b>	Presentation/Micro-teach
<b>T</b>	Test