



SENCo Assistant

Location: Bristol

Contract: Permanent

Working Hours: Full time (40 hours a week), Term time only (term times as stipulated by Bristol City Council).

Starting salary: £25,000- £27,000 per annum (Dependent on skills and experience)

LPW mission

LPW exists to ensure that no child or young person is left without help and that children and young people are supported to build their own resilience and capability.

We work with 8 - 25-year-olds, through a wide range of play work, youth work, and the provision of alternative education for 14 - 16-year-old young people.

LPW values

- Aspirational - developing people and helping them realise their potential
- Developmental - we support children, young people, adults, and each other to develop their full potential
- Reliable - we do what we say we will do
- Enjoyable - we actively promote a positive working culture to make LPW a great place to work
- Inclusive - LPW treats everyone equally while respecting their differences and individuality

Purpose

To support our SENCo to better meet the needs of our pupils who experience Social, Emotional and Mental Health needs and other special educational 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.

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

EHCPs and Annual Reviews

- To work with the SENCo in Term 6/Term 1 to produce schedules of annual reviews, target tracking, CPD, and parent meetings for pupils with EHCPs.
- To support the SENCo in tracking outcomes and provision for pupils with EHCPs using a given system.
- To support staff in parent/carer meetings for pupils with EHCPs.
- To support SENCo in writing timetables and tracking attendance for those pupils with EHCPs who have external provision.
- To organise annual reviews, including gaining parent and pupil voice (where appropriate), liaising with relevant staff and external professionals, booking rooms, and confirming attendance with all attendees.
- To support the SENCo to complete annual review paperwork within the statutory timeframes and produce annual review paperwork packs for the meeting.
- To attend annual reviews and take minutes.



External agencies

- To liaise with external providers for pupils with EHCPs in case of any time/day changes or other unforeseen issues.
- To liaise with Educational Psychologists, Speech and Language Therapists and other relevant professionals for organisational purposes.
- To support the SENCo in keeping external professional tracking systems updated.
- To support external professionals with pupil and parent meetings when necessary.
- To support the SENCo in booking provision for pupils with EHCPs.

Keyword

- To be a keyworker for a small number of pupils who have EHCPs, with responsibilities including:
 - Keeping ILPs and target trackers up to date
 - Keeping risk assessments and graduated responses up to date
 - Communicating with home on a regular basis
 - Organising and attending relevant meetings
 - Conducting attendance home visits and creating attendance action plans as needed
 - Being the point of contact for external professionals involved with the pupil
 - Advocating on behalf of the pupil when necessary
 - Being an emotionally available adult to the pupil

Interventions

- To work 6 hours per week planning and delivering small group and individual interventions for pupils with EHCPs. *This may include English, Maths, social skills, and emotional literacy interventions.*

Day to day

- Liaise with keyworkers, teachers and HLTAs re: pupil targets and in-class provision.
- Be on duty for breakfast, break, and lunch when necessary.
- Reporting any safeguarding concerns using the appropriate process.

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

- Previous experience of working with young people with special educational needs, particularly SEMH needs.
- Experience of working in a school setting.
- A strong understanding of what trauma informed practice looks like, and a commitment to upholding the trauma informed ethos of the company across all aspects of your role.
- 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 a sincere commitment to sharing our long-term aims and drive for continuous improvement.
- A strong desire to have a positive impact on the lives of vulnerable young people.
- Interest in working holistically with a child centred approach.
- Excellent organisational and communication skills and good attention to detail.
- 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.

You will have the opportunity to work for a community interest company that has a social mission at its core and drives the way we undertake business. In addition, we have an range of benefits such as a 4% employer contribution to our pension scheme, travel loans, childcare vouchers (where applicable) and a cycle to work scheme, free employee assistance program, paid-for learning and development opportunities and clinical supervision with trauma informed therapeutic practitioners. LPW is a Living Wage, and Disability Confident employer. We are an equal opportunities organisation and welcome applications from all suitably qualified candidates.

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