

SEN Department

SENCO

The SENCO is a member of the Senior Leadership Team who is responsible for leadership of the SEN provision including monitoring and tracking of SEN students, staff training, TA line management, Intervention provision, Annual reviews, maintaining the SEN register and working with parents and outside agencies.

Assistant SENCO

Assisting the SENCO with above duties including leading access arrangements, year 6 transition and working with parents and outside agencies through CAF/TAF, LIFT, Inclusion Panel, Annual and LAC Reviews etc. Provide the role of deputy for the Business Manager.

Admin

SEN Office Assistant

Provide Administration support for the SEN office including compiling paperwork for Annual review and LAC meetings. Lead the KS4 college alternative provision placements. Develop skills to lead the dyslexia screening process and Annual review meetings. Manage the staffing and rooms for exam access arrangements.

Reading and numeracy Intervention

Catch-up Co-ordinator

Lead and run the catch-up reading and numeracy intervention programmes, including identification, monitoring and tracking students. Develop further reading strategies and interventions to support other groups of students.

Assitant Catch-up Co-ordinator

Assist in delivering the catch-up programmes and assist the Catch-up Co-ordinator in monitoring and tracking students. Assist in developing further reading strategies and interventions to support other groups of students.

Department Teaching Assistants

English department / Dyslexia TA

Support the learning of SEN students in English lessons. Lead and deliver a reading intervention for identified KS3 PP students. Assist in the running of homework club. Mentor a Statemented student and attend their annual review meeting. Lead the whole school provision for dyslexic students.

Maths department TA

Support the learning of SEN students in Maths lessons. Lead and deliver a numeracy intervention for identified KS3 PP students. Assist in the running of homework club. Mentor a Statemented student and attend their annual review meeting. Lead the testing and whole school provision for dyscalculia students.

Maths department TA

Support the learning of SEN students in Maths lessons. Lead and deliver a numeracy intervention for identified KS3 PP students. Assist in the running of homework club. Mentor a Statemented student and attend their annual review meeting. Assist in the testing and whole school provision for dyscalculia students.

Specialist Teaching Assistants

ASD specialist TA

Support the learning of SEN students in lessons. Lead the whole school provision for ASD students. Deliver a specific touch-typing intervention for identified students. Assist in the running of homework club. Mentor a Statemented student and attend their annual review meeting.

Speech and Language specialist TA

Support the learning of SEN students in lessons. Run small group and individual intervention for students with specific SPLN. Deliver a specific handwriting intervention for identified students. Assist in the running of homework club. Mentor a Statemented student and attend their annual review meeting.

Classroom based Teaching Assistants

Handwriting / Classroom based TA

Support the learning of SEN students in lessons. Deliver a specific handwriting intervention for identified students. Assist in the running of homework club. Mentor a Statemented student and attend their annual review meeting.

Touch typing / Classroom based TA

Support the learning of SEN students in lessons. Deliver a specific touch-typing intervention for identified students. Assist in the running of homework club. Mentor a Statemented student and attend their annual review meeting.

Classroom based TA

Support the learning of SEN students in lessons. Assist in the running of homework club. Mentor a Statemented student and attend their annual review meeting.