



Job Description

Job Title: Assistant SENDCo (Support Staff)

Accountable To: Deputy Headteacher

Salary Range: Support Staff pay scale: SO2 – PO1 FTE £40,989.59 - £42,831.71

Actual starting salary for Term Time only + 10 days £37,678.88 - £39,372.23

Job Purpose

- To ensure that all students with SEND make excellent progress throughout all key stages
- To support the SENDCo in handling matters relating to students with SEND
- To support with the effective deployment of all resources within the Learning Support Department

I. Main Responsibilities

- To recommend to the SENDCo the proposed staffing and deployment of resources so that there is effective SEND provision throughout the school day.
- To work with the SENDCo to evaluate the effectiveness of provision for students with EHCPs and to measure the impact of Student Passports where there are SEND K learners.
- To ensure that the school is compliant with all statutory requirements relating to SEND
- To oversee and manage interventions and monitor their impact on the achievement and progress of all pupils and students with SEND
- To evaluate the impact of SEND interventions designed to boost student achievement with support and guidance
- To support and coordinate parts of the response of the school following it being named by Parents or the LA as part of an EHCP process
- To facilitate EHCP reviews and regular parent meetings as appropriate as directed by the SENDCo
- To support the SENDCo with facilitating and coordinating relevant multi-agency input and specialist support such as Speech and Language Therapy, Educational Psychology, Autism Outreach Services and Sensory Impairment Services
- To lead on the securing of Access Arrangements for relevant students as well as evidence in support of these arrangements
- To quality assure Access Arrangement delivery in public examination periods
- To review to relevant Year 6/7 information to identify students with SEND and plan for their transition to secondary school by liaising with key stakeholders
- To lead on the effective deployment of Learning Support Assistants and Higher-Level Teaching Assistants and provide the SENDCo with a weekly update about their impact
- To liaise with other members of the school's Inclusion Team as required
- To support the SENDCo in delivering INSET and CPD for staff as required
- To create and maintain a set of student profiles outlining needs and strategies for support for those pupils and students with SEND needs

Department Responsibilities

- Being a point of reference for difficulties with students SEND
- To support SENDCO and SEND administrator with communications to parents and carers in relation to rewards and sanctions for all students with EHCP
- To plan and direct staffing and resources as necessary in collaboration with the SENDCo
- To attend/run the LSA meetings every week at an agreed time and attend department and other meetings as requested as part of directed time

Assessment, Monitoring and Reporting

- To support, where needed, invigilation of exams for students with SEND or act as a reader or scribe in school or public exams as necessary – this will only be asked of you if resources demand it
- To have responsibility for maintaining accurate data (reading ages, baseline testing etc.) for use in curriculum planning and delivery designed to drive student achievement.
- To ensure data is in a format which is accessible to other professionals within the school
- To be aware of the monitoring and tracking of the attendance of pupils and students with SEND and supporting actions in relation to improving attendance.

Staffing

- To undertake appraisal reviews and the setting of objectives in accordance with the School's Performance Management policy.
- To promote teamwork and effective working relations within the department
- To complete recruitment processes in line with school expectations

Management Information

- To analyse, evaluate and respond to student performance and contextual data and use this to effectively supporting the planning for provision for students with SEND
- To ensure the maintenance of accurate and up-to-date information relating to the Department in SIMS and Class Charts for identified students

Promotion of School

- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To contribute to whole School Special Events as and when required
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities

This job description is current at the date indicated below but, in consultation with the postholder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

February 2025

PERSON SPECIFICATION

Qualifications	
Essential	Desirable
<ol style="list-style-type: none"> 1. Educated to degree level or equivalent 2. Level 2 award in safeguarding children and young people 	<ul style="list-style-type: none"> • Higher Degree, professional SENDCO qualification or management qualification • Evidence of further continuing professional development
Experience	
<ol style="list-style-type: none"> 1. Supporting excellent teaching and learning provision for students with SEND across the age and ability range 2. Significant experience of working within SEND and Inclusion 3. A commitment to offering an extra-curricular activity 	<ul style="list-style-type: none"> • Experience in multicultural context
Knowledge/Skills and Competences	
<ol style="list-style-type: none"> 1. Inspirational leader, able to encourage students to succeed and achieve their best 2. A strong motivator and team leader, managing and inspiring confidence in diverse groups of staff 3. High levels of literacy, both verbal and written 4. A passion for education 5. A willingness to learn and develop new skills 6. Resilience and a sense of humour 	<ul style="list-style-type: none"> • Leadership and management skills in data and curriculum • Significant understanding of data and the curriculum
Personal Attributes	
<ol style="list-style-type: none"> 1. Inspirational leadership qualities including the ability to self-reflect 2. Initiative and self-motivation to achieve despite challenges 3. Excellent time management and organisation skills and the ability to see things through to completion 4. The ability to have difficult and effective conversations with various stakeholders in the school when required 5. An understanding of and the ability to act as lead in ensuring the school achieves the highest standards of child protection 	