

JOB DESCRIPTION

POST TITLE:	Assistant SENDCO (non-teaching)
POST RESPONSIBLE TO:	SENDCO
SALARY:	Support Staff Scale Point 9 to 25 (£27,254 to £36,363FTE, prorated to £24,774 to £33,054)
WORKING HOURS:	Full time (37.5 hours per week), term time only plus 10 days

JOB PURPOSE:

To support the strategic leadership and day-to-day management of SEND provision across the academy. The Assistant SENDCO plays a key role in promoting high-quality teaching, effective use of resources, and improved outcomes for students with additional needs. This role includes contributing to the development of inclusive practices, leading intervention strategies, supporting staff development, liaising with external agencies, and line managing the SEND support team.

DUTIES AND RESPONSIBILITIES:

Leadership & Management

- Support the SENDCO in leading and developing the SEND provision in line with academy and Trust priorities.
- Assist with the line management of a team of support staff including a Higher-Level Teaching Assistant and Learning Support Assistants.
- Allocate support time and oversee intervention planning to ensure effective deployment of resources.
- Monitor SEND staff performance and contribute to staff training and development.
- Lead the coordination and quality assurance of SEN paperwork, including personalised learning plans and provision maps.

Teaching, Learning & Assessment

- Support the implementation of an inclusive curriculum by working with teaching staff to differentiate planning and delivery.
- Provide guidance on effective strategies for students with complex needs, including advice on Quality First Teaching.
- Deliver small group and 1:1 intervention across areas to support social communication and self-regulation strategies for student in the SEMH register
- Track and analyse progress data to inform interventions and report impact to stakeholders.
- Support access arrangements and exam concessions, ensuring compliance with relevant guidelines.

Compliance & Coordination

- Assist with statutory assessments, EHCP applications, and annual reviews.
- Liaise with external agencies, including health and social care professionals, to ensure integrated support.
- Attend and contribute to multi-agency meetings, parent/carers consultations, and Trust forums as required.
- Maintain and update the SEND Register and pupil passport documentation.

- Ensure GDPR compliance in the handling of SEND records and documentation.

General Responsibilities

- Actively contribute to the academy's vision, values, and development plans.
- Maintain professional knowledge through ongoing CPD.
- Ensure adherence to safeguarding, child protection, and health and safety policies.
- Carry out any additional duties appropriate to the role as directed by the SENCo or senior leadership team.

PERSON SPECIFICATION FOR ASSISTANT SENDCO (NON-TEACHING)

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS	
The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIREABLE (D)
QUALIFICATIONS	
A good standard of educational achievement.	E
GCSE English and Maths at A-C or 4+	E
A relevant Level 3 or Level 4 qualification	D
EXPERIENCE	
Experience of working in a secondary school	E
Experience of working as an HLTA for at least 3 years	E
Experience of establishing positive relationships with young people.	E
Experience of working in a similar role for at least 2 years	D
Experience of supporting students with SEMH	D
KNOWLEDGE AND SKILLS	
Full working knowledge of relevant policies/codes of practice.	E
Excellent accuracy and attention to detail.	E
Ability to communicate effectively and accurately both verbally and in writing.	E
The ability to liaise positively with staff, students and parents/carers and be customer focussed with a friendly and professional manner.	E
The ability and motivation to develop systems and procedures and to constantly improve own practice and identify continuous service improvement.	E
PERSONAL ATTRIBUTES	
An interest in own personal development and willing to develop through appropriate CPD opportunities.	E
Commitment to promoting the overall ethos and values of the Academy.	E
Excellent interpersonal skills (excellent organisational and time management skills).	E
The ability to be flexible and positive, demonstrating a “can-do” attitude.	E
Ability to work with autonomy and to act on own initiative but also work constructively as part of a team.	E
Ability to maintain confidentiality.	E

All offers are subject to satisfactory references, enhanced DBS checks and successful completion of a contractual probationary period.