



Dronfield Henry Fanshawe School

Success with Care

Job Description

Post title	Assistant SENDCo
Salary range:	MPS/UPS and SEND Allowance 2
Line manager/s:	Assistant Director of Student Support (SENDCo)

Core Purpose of the Post:

The Assistant SENDCo will support the provision of SEND across the school. Under the direction of the SENDCo, the postholder will ensure that students with additional needs receive high-quality, personalised provision that enables them to overcome barriers to learning, achieve in line with expectations, and thrive within an inclusive school community.

Key Responsibilities

- Support the SENDCo in ensuring the school meets its statutory duties under the SEND Code of Practice and Equalities legislation.
- Contribute to the development, implementation and evaluation of whole-school SEND systems and processes.
- Ensure high standards of personalised provision, teaching, intervention and guidance for students with SEND and additional needs.
- Promote inclusive practice and positive attitudes to diversity across the classroom and wider school community.
- Leading, overseeing and implementing access arrangement assessments and processes across the school.

Personalised Provision and Student Outcomes

- Work collaboratively with the SENDCo, Inclusion Support Advisory teacher (ISAT) and all classroom based staff.
- Ensure that provision supports students with SEND to make strong progress, including at key transition points and implement personalised programmes of provision where needed.
- Interpret specialist assessment data to inform provision, monitoring and intervention.
- Oversee the coordination of a range of interventions to meet individual student needs.
- Monitor and evaluate the impact of SEND provision and interventions using robust data analysis.

Caseload Management (Key Responsibility)

The Assistant SENDCo will manage a **designated caseload of students with SEND**, taking lead responsibility for their planning, monitoring and review.

This will include:

- Acting as the **first point of contact** for parents/carers of students on the caseload.
 - Holding regular review meetings with students and parents/carers and ensuring agreed actions are implemented.
 - Writing, reviewing and updating **Individual Support Plans**, ensuring these are shared and understood by relevant staff.
 - Analysing progress, attainment, attendance and engagement data as part of the **Assess–Plan–Do–Review cycle**.
 - Completing assessments, referrals and responses to external agencies, and coordinating multi-agency meetings where required.
 - Managing the **Education, Health and Care Needs Assessments** and supporting families throughout the process at all stages.
 - Leading Annual Review meetings and completing associated documentation (with SEND administrative support).
 - Maintaining accurate, detailed and timely records of referrals, plans, meetings and interventions.
 - Carrying out student observations and providing clear guidance to staff on next steps.
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Leadership of SEND Practice and Staff

- Support the SENDCo in overseeing the work of the SEND team, including Teaching Assistants.
 - Create structured resources and programmes to be delivered by the TA team, including schemes of learning.
 - Deliver targeted interventions and support under the direction of the SENDCo.
 - Provide training and guidance to staff on personalisation, SEND strategies and inclusive classroom practice.
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Transitions and External Partnerships

- Play a key role in transition planning across all Key Stages.
 - Liaise with primary schools to support transition planning and EHCP applications.
 - Attend and contribute to multi-agency meetings relating to individual students.
 - Follow up service-level agreements and ensure compliance with statutory requirements.
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Inclusion and Whole-School Contribution

- Promote a culture of inclusion, equity and high expectations for all students.
 - Ensure parents and carers have timely access to SEND support when needs are emerging.
 - Work closely with pastoral teams to ensure consistent application of the Equalities Policy.
 - Keep up to date with national and local SEND developments, guidance and best practice.
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Whole School Responsibilities:

In addition to post-specific responsibilities, the post-holder is expected to demonstrate the following whole school responsibilities:

- To comply with all policies of the school, including the Child Protection Policy, Equalities Policy, Health and Safety Policy and the GDPR Policy
- To maintain a professional attitude and approach at all times
- To contribute to the overall vision, core principles, ethos, work and aims of the school
- To maintain confidentiality
- To comply fully with financial regulations and financial best value management
- To be aware of and support the individual needs of all members of the school community, ensuring equal opportunities at all times
- To undertake any necessary training associated with the duties of the post
- To observe safe working practices at all times
- To demonstrate the ability to act on initiative and manage time effectively.

Other

- Comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- Adopt a professional standard of dress which sets a good example to students
- Have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality, complying fully with the school code of conduct.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change.

	Initial Date	Review 1	Review 2	Review 3
Dated signature of post holder:				
Dated signature of Headteacher:				