



HALSTEAD ST ANDREW'S SCHOOL

Nurture ~ Thrive ~ Succeed

Assistant SENDCo

Start date: September 2026



Assistant SENDCo

Line manager

Head

The role

We are seeking a caring, organised, and proactive Assistant SENDCo to support the coordination and delivery of provision for pupils with Special Educational Needs and Disabilities (SEND).

Working closely with the SENDCo and wider school staff, the successful candidate will help ensure pupils receive the support they need to thrive academically, socially and emotionally.

Key responsibilities

- Support the SENDCo in the day-to-day administration and organisation of SEND provision
- Assist with maintaining accurate SEND records, pupil profiles, and documentation
- Help coordinate reviews, meetings, and communication with parents/carers and external agencies
- Support the monitoring of pupil progress and

intervention programmes

- Work collaboratively with teachers and support staff to promote inclusive classroom practice
- Assist in preparing documentation for EHCP applications and annual reviews
- Help organise timetables, interventions, and support arrangements for pupils with SEND
- Provide classroom or pastoral support for pupils where required
- Contribute to creating a positive, inclusive, and supportive learning environment
- Ensure confidentiality and compliance with safeguarding and SEND procedures

Requirements

- NASENDCo qualification essential
- Experience working with children or young people with SEND preferred
- Good understanding of inclusive education and SEND support practices
- Strong organisational and administrative skills
- Excellent communication and interpersonal abilities

- Ability to work collaboratively as part of a team
- Calm, patient, and compassionate approach

Working hours and remuneration

- Part-time: 3 days per week
- Working days/hours to be agreed
- Salary to be discussed at interview

Benefits

A first-rate benefits package also includes:

- Supportive and welcoming school environment
- Opportunities for training and professional development
- Flexible part-time working arrangement
- Rewarding opportunity to support pupils' learning and wellbeing

Application process

Applications to be completed on the School Staff

Application form found at www.hsaschool.co.uk/vacancies together with a covering letter of no more than two pages.

This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.



Applications should be submitted electronically to hr@hsaschool.co.uk. **Closing date is 9am on 17 September 2026. Interviews will take place week commencing 22 September 2026.**

We reserve the right to interview and appoint before the closing date.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that will be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head.

This job description may be amended at any time in consultation with the postholder.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and





About Halstead St Andrew's

Halstead St Andrew's School is a co-educational school based in Horsell, Woking, Surrey.

Our vision is to provide a dynamic and inspiring education that prepares pupils for an ever-changing world. We are committed to delivering exceptional teaching and learning within a nurturing environment where every child is valued, supported and encouraged to reach their full potential.

From our youngest learners through to those preparing for senior school, pupils benefit from inspirational teaching, excellent facilities, and a warm, family atmosphere that nurtures curiosity, confidence and personal growth. Our expert class teachers and specialist staff ensure that every child is appropriately challenged, supported and inspired.

We encourage all pupils to play an active role within the school community and the wider world, developing civic responsibility, compassion and confidence.

The success of Halstead St Andrew's School is founded on our core values of endeavour, positivity, creativity, respect and kindness. These values underpin everything we do and help pupils fulfil their potential across all areas of school life. It is our commitment to equip every child with the skills, character and resilience needed to thrive in an ever-changing world.

At Halstead St Andrew's, we believe a successful education extends far beyond academic achievement. Our pupils leave us as well-rounded, determined young people who are prepared for the future — ready to contribute meaningfully to society and to lead with integrity and imagination.

www.hsaschool.co.uk





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"For parents wanting the personal touch,
this school delivers."

Good Schools Guide



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www.hsaschool.co.uk