

**JOB DESCRIPTION  
ASSISTANT SENDCo**

- Responsible to:** Director of SEND and Inclusion
- Responsible for:** Managing the administrative support for the Learning Support Centre (LSC) and the Director of SEND and Inclusion. Managing a team of Learning Support Assistants (LSAs).
- Job purpose:** To manage the administrative functions within the Learning Support Centre and provide efficient support for the Director of SEND and Inclusion to ensure the effective support of students with SEND needs in the school.
- Scale:** BBU9/BG9 – Point range 24 to 27  
£27,197 - £29,567 actual salary  
37 hours per week – term time only plus five training days

**Responsibilities and Actions**

- To effectively communicate with the parents/carers of a student who has SEND needs.
- To attend meetings with, or on behalf of, the Director of SEND and Inclusion as required.
- To gather relevant data for our students with SEND so that the Director of SEND and Inclusion can produce reports for all stakeholders as required.
- To complete basic details on referrals to outside agencies.
- To carry out CATs or other assessments on new students who arrive mid-year.
- Liaise with parents/carers and other outside agencies in setting review dates for the annual review of EHCPs ensuring the statutory timeframe is adhered to.
- To arrange a venue for meetings to be held in.
- To support with the distribution of statutory paperwork in line with statutory timeframes.
- To assist the Director of SEND and Inclusion with arrangements for transition, to include attending meetings with SENDCo's from our feeder schools.
- To liaise with our feeder schools to arrange additional transition visits as required.

**Leading and Managing Staff**

- To assist the Director of SEND and Inclusion in the observations of LSAs in lessons with a view to identifying specific training needs.
- To support the Director of SEND and Inclusion with liaising with parents/carers to arrange and attend meetings as required.
- To ensure records are kept up-to-date for students with an SEND need and the progress with any intervention is tracked.

**Meetings**

- To arrange, attend, minute and support in the following as required:
  - Annual reviews of EHCPs
  - PEP reviews
  - Reviews for Looked After Children
  - Medical reviews
  - SEND meetings
  - SEND Reps meetings
  - TAF meetings
  - Transition meetings

**Other duties relevant to the post**

- To maintain confidentiality at all times in respect of school related matters and to prevent the disclosure of confidential and sensitive information.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or leadership team as required. Union representation will be welcomed in any such discussion.