** Whitefield Primary School**

**Assistant SENCO – Job Description**

**Responsible for:** Assisting the SENCO with the day to day operation and delivery of an effective provision for pupils identified as having Special Educational Needs (SEND).

**Reporting to:** SENCO

**Liaising with:** Teachers, other support staff, and relevant external agencies.

**Working Time:** Full-time 40 hours per week, 8 hours per day Monday – Friday, term-time only (39 school weeks).

**Salary:** NJC/JE Grade 4/5 Point 12-17 (£27,711 - £30,060)

**DBS:** Enhanced

**SEND**

**Administrative:**

* To contribute as directed to the application for EHCP’s and the Annual Review process.
* To assist the SENCO in coordinating the specific provision made to support individual pupils with SEN, including those with EHC plans.
* To assist the SENCO in the design, review and evaluation of Pupil Profiles and individual Education Plans as directed.
* To assist the SENCO in maintaining the SEND Register and ensuring that records of all pupils with SEND are kept up to date.
* To assist the programme of SEND assessment for all year groups.
* To liaise with external agencies to ensure that individual pupils’ needs are met effectively and with parents about the specifics of the SEND provision for their child, under the direction of the SENCO.
* To collate and prepare information relating to assessments and referrals under the direction of the SENCO.
* To keep accurate and detailed records of meetings and discussions with pupils, parents and external agencies.
* To deputise for the SENCO as required.

**Pupil Outcomes:**

* To support staff to implement Attachment & Trauma sensitive approaches, and the school’s behaviour policy.
* To provide learning support for named pupils or groups of pupils, where and when required, on a range of subjects that may be hindering individual learning.
* To track and monitor relevant intervention data to identify progress and underachievement.
* To offer advice and support to teaching and support staff in providing a quality first teach approach, under the direction of the SENCO.
* To assist with the process of access arrangements for SEND pupils.
* To work with SENCO to promote an inclusive curriculum and in the development of appropriate resources and teaching and learning strategies to make the curriculum more accessible.

**Communication:**

* To maintain accurate and detailed records of all communication with parents and external agencies, including action/follow-up taken.
* To maintain accurate records on pupils and provide written reports on your work and the impact your work has on pupils.
* In liaison with SENCO and pastoral staff, communicate with parents where appropriate.
* To attend team and school meetings and those that are specifically in relation to the pupils that you support, such as pastoral support programmes or liaison with multi agencies.

***All employees are expected to play a full part in the life of the school community.***

**General Duties:**

* To follow the guidelines of the staff handbook
* To support the school and its leadership
* To continue personal development as agreed.
* To engage actively in the performance review process.
* To comply with any reasonable request from the H/T to undertake work not specified in this job description.
* To be courteous to colleagues and parents, and to provide a welcoming environment for all visitors to the school.

***While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This job description is current at the date shown but, in consultation with the post holder, it may be changed by the Headteacher to reflect or to anticipate changes in the job commensurate with the grade and job title.***

***March 2025***