



<b>Post Title</b>	<b>Assistant SENCo</b>
<b>School / Organisation</b>	Avanti House Secondary
<b>Location</b>	Stanmore
<b>Grade</b>	Grade 6, £32,597 - £34,258 per annum, pro rata <i>Approximately £24,331 - £27,397 per annum</i>
<b>Hours</b>	35 to 37.5 hours per week
<b>Contract Type</b>	Permanent
	Term-time only
<b>Reports to</b>	Assistant Principal – School SEND Lead
<b>Preferred Start Date</b>	September 2025

### MAIN PURPOSES OF THE JOB

To assist in leading and managing the provision of special educational needs learning support; and to take on the role of SENCo's Assistant to support high-quality learning, teaching, and behaviour, effective use of resources, and high standards of achievement and progress for all pupils as having SEND.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English

### RESPONSIBILITIES OF THE JOB

- To support the identification and provision of special educational needs within the school.
- To be the SENCo Assistant and assist in developing provision for children with special educational needs.
- To liaise with parents/carers regarding their children's needs.
- To support the SENCo in managing the implementation of an inclusive curriculum including access to alternative /additional provision.
- Within the context of the School's aims and policies, to work with the SENCo to develop and implement SEN policies, plans, targets and practices.
- To analyse progress data as allocated by the SENCo.

#### Responsibilities.

- Liaise with relevant outside agencies to ensure that an individual pupil's special educational needs are met effectively and that the requirements of Education, Health and Care Plans are met fully.
- Complete assessments and complete observations of children.
- Complete referrals and EHA's for children to facilitate further assessments of needs to be completed.
- Liaise with nurseries and other schools to provide effective transition support.
- Ensure that accurate and detailed records are kept of SEN meetings and discussions with parents and external agencies.
- Ensure that the SEN Register is kept accurate and up to date and that staff are kept informed of pupil special educational needs.
- Work with the SENCo and other staff to ensure that School Based Plans are used to set SMART targets and match work well to pupils' needs.
- Support the monitoring of the effectiveness of Learning Plans and arrange and chair annual reviews of EHCPs in the absence of the SENCo.
- Support meetings of SEN staff, communicate information to staff and coordinate resulting action.
- Deputise for the SENCo when required.



- Support the School's safeguarding policy and procedures.
- Undertake such other duties as reasonably required by the Headteacher.

### PERSON SPECIFICATION

Criteria		Requirement	
		Essential	Desirable
1.	Good standard of education to A level or equivalent	X	
2.	Experience of collaborative working across a range of situations	X	
3.	Experience of working with children with Special Educational Needs and Disabilities.	X	
4.	Proven experience of working alongside multi-agency professionals.	X	
5.	Proven experience of working closely with parents/ carers.	X	
6.	Proven experience of writing Learning Plans.	X	
7.	Proven experience of making referrals to outside agencies	X	
8.	Proven experience of using visual aids and alternative methods to support communication		X
9.	To be able to develop good learning relationships with pupils so that they are motivated to learn and make good progress	X	
10.	To be able to develop effective relationships with parents so that they work with the School to support their children to learn.	X	
11.	Good organisational, communication, administrative and interpersonal skills	X	
12.	Able to deal with confidential information sensitively and appropriately in line with School policies	X	
13.	To know how to teach small groups of children with lower than expected reading ages and levels of attainment in order to support them to make adequate progress	X	
14.	Able to chair team meetings		X
15.	Good digital technology skills and ability to apply digital technologies to support students learning.		X
16.	Able to communicate effectively with parents.	X	
17.	Able to communicate effectively with multi-agency professionals.	X	
18.	Ability to fulfil all spoken aspects of the role with confidence and fluency in English	X	
19.	Able to work on own initiative as well as part of a team	X	
20.	Able to use technology to facilitate meetings across a range of platforms	X	
21.	Experience of using technology to support children to access education.		X
22.	Experience of the EHCP Hub systems e.g. Professional Choices		X
23.	Experience of Rights of Children system	X	



24.	Commitment to the safeguarding and welfare of all students	X	
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### FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - - <https://avanti.org.uk/wp-content/uploads/2024/09/Child-Protection-and-Safeguarding-Policy.Summer-24-2.pdf>