

LONDON BOROUGH OF MERTON

*Gorringe Park
Primary School*



JOB DESCRIPTION

Post Title:	Assistant SENCO	
Grade:	MPS – Inner London	
Location:	Gorringe Park Primary School	
Responsible to:	Headteacher	
Responsible for:	None	
Post Number:	AS0926	Date: September 2026

MAIN PURPOSE

To support all aspects of the smooth running of the SEN department under the direction of the Deputy Headteacher for Inclusion.

- To assist in managing the provision of special educational needs learning support
- To support high quality teaching, adapted learning, and effective use of resources, ensuring consistently high standards of learning and achievement for all pupils

GENERAL RESPONSIBILITIES

- To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all
- To uphold and promote the values and the ethos of the school
- Teaching cover, at the Headteacher's discretion

TEACHING AND LEARNING

- Work with the Senior Leadership Team to ensure the needs of SEND pupils are met in the classroom
- To manage appropriate resources for SEN and ensure that they are used efficiently, effectively and safely and develop curriculum resources to ensure that pupils identified as having SEN have the required levels of support
- Support with the professional development of teaching assistants, through training and modelling techniques and interventions
- Work with teachers to develop and share best adapted practice for SEND pupils in the classroom
- To support the Deputy Headteacher for Inclusion in managing the implementation of an inclusive curriculum
- Within the context of the school's aims and policies, to work with the Deputy Headteacher for Inclusion to develop and implement learning support policies, plans, targets and practices
- To hold staff accountable for the outcomes of pupils

Assistant SENCO

ASSESSING AND REPORTING

- Work with the Deputy Headteacher for Inclusion to complete regular monitoring and assessment, providing feedback to teachers in order to provide evidence of the range and level of progress and attainment
- To work with the Deputy Headteacher for Inclusion to ensure the graduated response process is undertaken and support with applications for Education Health Care Plans, supporting the annual review process to meet internal and external deadlines
- Under the direction of the Deputy Headteacher for Inclusion, to collate and prepare information relating to assessments and referrals to other agencies
- Liaise with parents and attend relevant meetings and ensure that accurate and detailed records are kept of meetings and discussions
- Work with the Deputy Headteacher of Inclusion to develop individual support plans for SEND students

LEADERSHIP AND MANAGEMENT

- Update pupils records as appropriate and assist the Deputy Headteacher for Inclusion with paperwork as and when necessary
- Assist the Deputy Headteacher for Inclusion with the referrals process to external providers
- With the Deputy Headteacher for Inclusion, regularly review the SEND register and move pupils between levels where necessary
- Ensure high quality provision mapping is available across school
- To meet with both the Deputy Headteacher for Inclusion and the Headteacher to discuss any necessary updates and changes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.

EMPLOYEE

Signed _____ Print Name _____ Date _____

HEADTEACHER

Signed _____ Print Name: Mrs Pearl Harris-Coke