



JOB DESCRIPTION

Post title:	All through Assistant SENDCo
Academy:	Academy 360
Reporting to:	SENDCo
Salary/pay range:	Teachers' Leadership Scale: L1 – L3
Hours of work:	Full-time, permanent

Job purpose

The Assistant SENDCo will support the strategic and operational leadership of Special Educational Needs and Disabilities (SEND). They will work closely with the SENDCo, senior leaders, teaching staff, pastoral teams, and external agencies to ensure that pupils from Early Years to Year 11 receive high-quality, inclusive support that enables them to achieve and thrive.

Main duties and responsibilities

- Working across both primary and secondary phases, help build continuity, strong transitions and equitable access to provision for all pupils with SEND.
- Support the SENDCo in leading and developing high-quality, inclusive SEND provision across EYFS, primary, and secondary phases.
- Assist with the identification, assessment, and monitoring of pupils with SEND, ensuring appropriate support and intervention are in place.
- Promote effective teaching strategies and provide coaching to staff to ensure the best possible outcomes for pupils with SEND.
- Promote an ambitious, nurturing and consistent approach to inclusion across all phases of the school. This includes supporting the early identification of need, ensuring personalised provision, monitoring the impact of interventions, and helping staff deliver high-quality adaptive teaching.
- Contribute to the coordination and implementation and review of Education, Health and Care Plans (EHCPs) and Individual Support Plans.
- Ensure the school meets its responsibilities under the SEND Code of Practice (2015) and the Children and Families Act (2014)
- Build strong, positive relationships with pupils, parents, and external agencies to ensure a collaborative approach to support.
- Work in partnership with families to secure positive outcomes.
- Lead and contribute to professional development sessions for teachers and support staff.
- Coordinate interventions across the phases.
- Support the academy's compliance with statutory SEND legislation and the SEND Code of Practice (2015).
- Champion the needs, voice and wellbeing of pupils with SEND, many of whom may present with complex communication, learning, SEMH or contextual needs influenced by the local community.

Other duties

- Carry out any other duties in accordance with the expectations of a teacher (at your current level of experience i.e., L1 – L3) at the reasonable request of the Principal.
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.