



## Assistant SENCO (non-teaching) Job Description

<b>Responsible to:</b>	SENDCO
<b>Hours of Employment:</b>	35 hrs per week, Monday-Friday, 8.30-4.00
<b>Contract</b>	38 weeks per year
<b>Salary:</b>	£23701 (£29639 FTE)
<b>Role:</b>	To provide high-quality administrative, operational and student support to the SENDCO, ensuring effective coordination of provision for students with Special Educational Needs and Disabilities (SEND). The role includes supporting statutory processes (including EHCPs), maintaining accurate records, coordinating access arrangements, and contributing to an inclusive, high-quality learning environment.

### Key Responsibilities

#### SEND Administration and Coordination:

- Support the SENDCO in the day-to-day administration and organisation of SEND provision;
- Assist in maintaining accurate SEND records, including SEND register, student support plans and provision maps;
- Contribute to statutory processes, including EHCP applications and annual reviews, preparation of documentation, reports, agendas and minutes;
- Collate and prepare evidence for referrals to external agencies;
- Maintain clear, accurate and confidential records of all communication with parents, staff and professionals;
- Administer and promote the school's SEND referral process;
- Support transition arrangements, including gathering and sharing student information for incoming and outgoing students;
- Order, manage and maintain SEND resources.

#### Student Support and Outcomes

- Support the SENDCO in monitoring the progress and provision for students with SEND, including those with EHCPs;
- Assist in tracking interventions and evaluating impact;
- Provide targeted in-lesson or small group support;
- Monitor provision for students working in alternative or supported settings (e.g. SEND Hub, supervised study);
- Support improvements in attendance and punctuality for SEND students;
- Work with the SEND Lead to promote an inclusive curriculum and in the development of appropriate resources and teaching and learning strategies to make the curriculum more accessible.

### Exams and Access Arrangements

- Support the coordination and administration of exam access arrangements (AA), including gathering and collating evidence, maintaining accurate records in line with JCQ requirements;
- Liaise with the Exams Officers, SENDCo, students and families regarding arrangements;
- Support the planning and logistics of internal and external examinations, being willing to work as an invigilator, as required.

## **Communication and Partnerships**

- Work closely with parents, under the direction of the SENDCo, to ensure strong communication about provision and support;
- Liaise with external professionals (e.g. Educational Psychologists, Speech and Language Therapists, medical teams);
- Attend and contribute to SEND, multi-agency and pastoral meetings;
- Promote and support engagement with the Graduated Approach;
- Work collaboratively with pastoral teams and wider staff to meet student needs;
- Contribute to the delivery of staff CPD on SEND strategies and inclusive practice;
- Develop and support parent engagement opportunities.

## **Cover Supervision**

Support staff may occasionally be required to supervise lessons in the event of teacher absence. This includes:

- Registering student attendance;
- Managing resources and instructions for work set by the teacher;
- Supervising students' completion of work and managing behaviour in line with school policies.

## **Wider School Responsibilities:**

- Contribute to the wider life of the school and uphold its ethos and values;
- Contribute to lunchtime activities and clubs;
- Participate in a weekly lunchtime duty rota for support staff (e.g. patrol duties or supporting services in the food hall);
- Be willing to occasionally move hours to support out of school events (e.g. transition events, parents evenings);
- Undertake any other reasonable tasks required by senior staff to support the effective day-to-day operation of the school.

## Person Specification

Assessed through original certificates, application form, interview and references.

Qualifications and training	Essential	Desirable
Level 2 (GCSE Equivalent) English and Maths	✓	
Commitment to ongoing SEND professional development and training as necessary to support specific students with different needs	✓	
First Aid		✓
Recognised SEND qualification or related qualification		✓
<b>Experience (or willingness to learn)</b>		
Experience working with students with SEND in an educational setting		✓
Understanding of the education sector		✓
Knowledge of relevant policies, codes of practice and an awareness of relevant legislation		✓
Experience supporting EHCP processes and annual reviews		✓
Knowledge of exam access arrangements and JCQ processes		✓
<b>Basic skills, characteristics and competences</b>		
Awareness of and commitment to the safeguarding and welfare of children	✓	
Ability and willingness to communicate on a day-to-day basis with staff, students and parents	✓	
Strong IT skills	✓	
Ability to manage multiple tasks, and prioritise workload to deadlines	✓	
A willingness to get involved in the various experiences of school life	✓	
Commitment to inclusion and high expectations for all students	✓	
<b>Personal qualities</b>		
Efficient and hard working	✓	
Excellent organisation skills and attention to detail and accuracy	✓	
Good team player	✓	
Flexibility, initiative and resilience	✓	
Willingness to learn and develop new skills	✓	
Pragmatic and a problem-solver	✓	
Ability to seek and act on advice	✓	
High expectations of self and others	✓	