



JOB DESCRIPTION

Role:	Assistant SENDCO
Grade/Salary:	Grade 7
Location:	Rushey Mead Academy The post holder may be requested to work from other Academies within the Trust and will be expected to travel between Academies within the Trust.
Responsible To:	SENDCO
Liaising with:	Leadership Team, Middle Leaders, Student Support Services and relevant staff with cross-Academy responsibilities, relevant support staff, LA staff, parents, outside agencies.
Job Purpose:	To support students with SEND and to assist in the successful operation of the SEND team.

Together we make a positive difference

Main duties and responsibilities:

Major Objectives:

1. To assist the SENDCO, and work with the other Assistant SENDCO, in administering the provision for SEND within the academy.
2. To support the SENDCO in the implementation of an inclusive curriculum.
3. To manage appropriate resources and ensure that they are used efficiently, effectively and safely.
4. Within the context of the academy's aims and policies, to work with the SENDCO to develop and implement intervention groups and support.
5. To support the provision of SEND, including the allocation and timetabling of support time.
6. To support the academy's provision of access arrangements including identification of pupils, completing all legal documentation and collating information as evidence.
7. To provide all those with involvement in SEND with support, information and development necessary to secure provision according to need.
8. To support the SENDCO and lead on some annual reviews.
9. To support the SENDCO in providing annual review reports.
10. To support learning of students as allocated by the SENDCO.
11. To liaise with relevant outside agencies to ensure that individual student SEN are met effectively and that the requirements of EHCP are met fully.
12. To ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
13. To support the SENDCO in ensuring that staff are kept informed of students' SEND and advise on areas to develop and support.
14. To work with the SENDCO and other staff to ensure that Advice Cards are appropriate and are followed to meet the students' needs.
15. To use data effectively to identify students who are underachieving and where necessary create and implement



effective plans of action to support those students.

16. To work with the SENDCO to provide training and guidance to staff in matters relating to SEND.
17. To liaise with and inform parents/carers about the specifics of the SEND provision for their child under the direction of the SENDCO.
18. To monitor the progress of students with SEND and advise the SENDCO.
19. To support meetings of SEND staff, communicate information to staff and co-ordinate resulting action.
20. To work with the SENDCO on recruitment of teaching assistants to support the SEND provision.

The list above explains the main duties and responsibilities of the post; it does not include each individual task.

Quality Assurance, Health & Safety and Standards:

1. To support the aims and ethos of the school.
2. To set a good example in terms of dress, punctuality and attendance.
3. To be professional when dealing with staff, students, parents and outside agencies.
4. To be proactive in matters relating to health and safety.
5. To implement and promote the Trust's policies and procedures relating to all areas of employment and service delivery.

Additional Duties

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage students to follow this example.
2. To participate in induction training, staff review process and professional development opportunities.
3. To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description.
4. To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
5. To undertake professional duties that may be reasonably assigned by the Principal.



JOB DESCRIPTION

Role: Assistant SENDCO

General: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Name: _____ Employee

Signed: _____ Employee

Signed: _____ Principal

Date: _____



PERSON SPECIFICATION

Role: Assistant SENDCO

Essential Personal attributes:

Throughout the selection process the applicant will be assessed for the essential personal attributes for this role, these are:

- Forward thinking
- Energy and enthusiasm
- Adaptability to changing circumstance and ideas
- Imagination and creativity
- Reliability and integrity

Attributes	Requirements	Essential or Desirable	Assessment Method*				
			1	2	3	4	5
Training & Education	GCSE English and Maths (A*-C) or equivalent (Level 2 Basic Skills Literacy/Numeracy)	E	✓	✓	✓		
	Evidence of professional development appropriate to the post.	E	✓	✓	✓	✓	
	Level 3 work related qualification or experience	E	✓	✓	✓		
Experience & Skills	Degree or equivalent	D	✓	✓	✓		
	Recent and relevant experience of working with students with SEND.	E	✓		✓	✓	✓
	Improvement planning.	E	✓		✓	✓	✓
	Working effectively within different teams.	E	✓		✓	✓	✓
	Working with Education, Health and Care Plans.	E	✓		✓	✓	
	Developing effective relationships within school, the community, with parents and with support agencies.	E	✓		✓	✓	
	Awareness of child protection issues.	E	✓		✓		
	Ability to work to deadlines.	E	✓		✓	✓	✓
	Ability to prioritise tasks.	E	✓		✓	✓	✓
	Good planning and organisational skills.	E	✓		✓	✓	✓
	Ability to recognise the importance of health and safety issues relating to working practices.	E	✓		✓	✓	
	Good communication and interpersonal/listening skills.	E	✓		✓	✓	
	Excellent oral and written communication skills in English and other language(s).	E	✓		✓	✓	✓
	Ability to confidently and competently apply knowledge and skills acquired from training into a practical context	E	✓		✓	✓	



	Experience of working to support young people's learning.	D	✓		✓	✓	
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Continued...

PERSON SPECIFICATION

Attributes	Requirements	Essential or Desirable	Assessment Method*				
			1	2	3	4	5
Personal Attributes	Willingness to promote the Academy's social inclusion policies and practices	D	✓		✓		
	Experience of health and safety issues in the workplace relating to equipment, materials and working practices	D	✓				
	Reliability and resilience.	E	✓		✓	✓	
	Ability to remain patient and calm in challenging situations	E	✓		✓		
	Ability to promote a positive ethos and role model positive attributes	E	✓		✓		
	Willingness to participate in relevant training and development opportunities	E	✓		✓		
	Professionally discreet and able to respect confidentiality	E	✓		✓		
	Flexible approach to tasks	E	✓		✓		
	Confident and able to use own initiative	D	✓		✓	✓	
	Good attendance and punctuality record	E			✓	✓	
	Smart & well presented	E			✓		
	Fit to fulfil all aspects of the job description	E	✓		✓		
	Confident and able to use own initiative.	E	✓		✓		✓

***Assessment method:**

1 = From the written application

2 = Documentary evidence

3 = The selection interview-panel

4 = References

5 = Test



Attributes	Requirements	Essential or Desirable	Assessment Method*				
			1	2	3	4	5
Equal Opportunity & Safeguarding	Commitment to equal opportunities	E			✓		
	Must be able to recognise discrimination in its many forms and willing to put Council's Equality Policies into practice.	E			✓		
	Commitment to safeguarding students.	E	✓		✓		
	Knows and understands the principles and values of underpinning safeguarding and the promotion of the wellbeing of children and young people	E	✓		✓		