

Job Description

Post:	Assistant SENDCo
Pay Scale:	Grade 7
Responsible to:	SENDCo
Main Location:	St Cuthbert's RC High School

Purpose of the role

To support the SENDCo in the effective operational delivery, coordination and administration of SEND provision across the school, ensuring that pupils with special educational needs and/or disabilities receive appropriate, timely, and well-coordinated support in line with the SEND Code of Practice, Trust policies and statutory requirements.

The Assistant SENDCo will play a key role in the day-to-day SEND operations, acting as a central point of coordination between staff, parents/carers, pupils, external agencies and the Local Authority.

Main Duties

SEND Provision and Coordination:

- Support the SENDCo in the day-to-day operational management of SEND provision.
- Assist with maintaining and updating the SEND register, ensuring accuracy and compliance.
- Support the coordination, monitoring and review of SEND provision maps and intervention.
- Assist in tracking pupil progress and outcomes for pupils with SEND, highlighting concerns to the SENDCo.
- Support transition arrangements for pupils with SEND (between year groups, phases or settings).

EHCP's, Reviews and Statutory Processes:

- Coordinate and administer EHCP processes, including referrals, evidence gathering and documentation.
- Support the organisation and administration of Annual Reviews, termly reviews and multi-agency meetings.
- Liaise with Local Authority representatives and external professionals to ensure statutory timescales are met.
- Prepare documentation and reports for reviews in line with statutory guidance.

Liaison with Parents and External Agencies:

- Act as key point of contact for parents/carers regarding SEND matters, under the discretion of the SENDCo.
- Maintain positive, professional relationships with families, ensuring clear and timely communication.

- Liaise with external agencies such as Educational Psychology, Health, Social Care and Therapists.
- Maintain accurate records of meetings, correspondence and outcomes.

Support for Staff and SEND Team:

- Support the SENDCo with the deployment and coordination of support staff e.g. LSA/TA's.
- Provide guidance to support staff on SEND documentation, pupil plans and agreed strategies.
- Assist with induction and ongoing support for SEND support staff.
- Support the SENDCo in monitoring consistency and quality of SEND support across the school.

Data Records and Compliance:

- Maintain accurate SEND records in line with GDPR, data protection and Trust policies.
- Support data analysis to identify trends, gaps in provision or pupils at risk of underachievement.
- Assist with SEND audits, inspections and Trust monitoring processes.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Essential	A/I/C

Recent qualification or training in SEND, inclusion or educational support	Desirable	A/I/C
Willingness to undertake further SEND-related training	Essential	A/I
Knowledge & Experience		
Experience of working with pupils with SEND in a school or educational setting	Essential	A/I
Knowledge of the SEND Code of Practice and EHCP processes	Essential	A/I
Evidence of supporting or coordinating SEND reviews, referrals or documentation	Essential	A/I
Experience of liaising with parents/carers and external professionals	Essential	A/I
Experience of SEND administration, provision mapping or data tracking	Desirable	A/I
Experience supporting SEND leadership or inclusion teams	Desirable	A/I
Technical Skills & Abilities		
Strong organisational skills with high attention to detail	Essential	A/I
Ability to manage competing priorities and meet statutory deadlines	Essential	A/I
Excellent written and verbal communication skills	Essential	A/I
Ability to work sensitively with confidential information	Essential	A/I
Strong interpersonal skills and ability to build professional relationships	Essential	A/I
Ability to analyse information and identify concerns or trends	Desirable	A/I
Proficient IT skills (MIS, spreadsheets, record systems)	Essential	A/I
Special Working Conditions		
Ability to attend occasional meetings out of school hours. Willingness to carry out home visits if necessary.	Desirable	A/I
Personal characteristics		
High levels of professionalism, integrity and discretion	Essential	A/I/R

Emotional resilience and calm approach in challenging situations	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R

