

Assistant SENDCO Job Description

Hours: 32.5 Hours Per Week, Term Time Only + 10 days
Salary: Grade 10, Currently £36,580 - £39,481 FTE (Actual Salary £33,674 - £36,344)
Start Date: As soon as possible

Responsible for:

The effective operational and strategic management of the SEND Department, under the guidance of the SENDCO.

Accountable to: SENDCO/Deputy Head (Student Support)
Immediately responsible for: TAs/HLTAs
Immediately responsible to: SENDCO

Control of Resources:

- Line management and deployment of TAs/HLTAs
- Pupil SEND records
- SEND capitation budget
- HUB/bespoke provision
- SEND/medical resources (laptops, visual/hearing impairment equipment, medical equipment, etc)

Staffing

The postholder will support the SENDCO to:

- Line manage, guide and support the SEND team
- Conduct appraisals/performance management of the SEND team, including reviews
- Manage and deploy the SEND team to support students across the school, e.g. in-class support, interventions, observations, screening/testing, etc.,
- Design, implement, amend and monitor department timetables, taking account of student need, stakeholder input and views, staff experience/knowledge and classroom dynamics.
- Redeploy staff to cover for sickness absence and respond to other urgent cover requirements as needed, continually adapting to the needs of the school day.
- Promote the SEND team in a positive light by being an example of good practice and a role model across the school.
- Train and support SEND staff to write pupil passports, learning plans and SMART targets, based on stakeholder information and students needs profile.
- Deliver SEND staff training and development, e.g. EHCP review documentation/ processes, Provision Map systems training, interventions training, SEND strategies and adaptations to working practices, in line with the SEND Code of Practice.
- Deliver wider school training and development, including appropriate coaching and modelling of SEND practice, to raise standards and outcomes.

Teaching and Learning Support and Pupil Outcomes

- Establish good working relationships with students, particularly those with SEND needs, acting as a role model and setting high expectations, promoting self-efficiency and positive values in line with school policies.
- Promote inclusion and acceptance of all pupils within the school.
- Be aware of the complex needs of pupils, and liaise sensitively and effectively with pupils and parents.
- Liaise with all staff to ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for SEND students, in accordance with the aims of the school and curriculum policies, as determined by the Governing Body and Headteacher.
- Be responsible for creating a stimulating and challenging learning environment which secures effective learning support and delivers high standards of achievement, behaviour and discipline, particularly in SEND bases (e.g. the Hub/school-based bespoke provision).
- Source, evaluate, implement and review interventions to be delivered by SEND staff and/or external providers.
- Take responsibility for agreed learning activities and supervision for students, including those with additional needs: Behavioural and SEND, including SEMH.
- Coordination, management, and monitoring of the school's bespoke provision (Hub).
- Ensure resources are available for any children who are accessing the bespoke provision, e.g. SEND staffing, work packs, etc., and oversee the workflow.
- Liaise with specialist external providers to ensure all specialist equipment is fit for purpose, and support for children is effective.
- Ensure any specialist equipment (visual/ hearing impairment/ physical disability) is maintained and held securely.
- Liaise with teaching staff, external agencies and line managers to ensure an effective learning environment is in place for the bespoke provision.
- Analyse student data to identify need and provision.
- Assist the SENDCO with access arrangements coordination, including provision for SEND students during assessment and examinations.
- Analyse student data and trends in learning and behaviour to identify underlying needs, with referrals/ next step provision as required.
- To use pupil progress data to inform SEND support, identify any potential learning gaps, and feedback any possible areas for development across the school.
- Track and monitor relevant intervention data to identify progress, underachievement and potential unidentified needs.
- Collate, analyse and fully disseminate evidence in preparation for an onward referral to external agencies for additional support for children, with communication to parents/ carers at all stages.
- Refer to external agencies for additional support/ funding as needed, e.g. CAMHS referrals, EHCP needs assessments, multiagency inclusion panel referrals, etc.
- Liaise with external agencies e.g. CAMHS, LA, Ed Psych, NHS, and other providers, and be the first point of contact for queries, meetings, and additional information.
- Maintain accurate and detailed records of all communications and actions.
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- Fully arrange, manage and maintain the EHCP annual review process, including evidence gathering, implementation of any next steps and audit of EHCP documentation throughout the academic year. Arrange and coordinate interim/ emergency reviews as needed.
- Work with the Transition Team to ensure the smooth transfer of SEND students from partner primary schools.
- Work with the SENDCO to analyse information from partner primary schools to ensure support and interventions for SEND students is identified for transition.
- Work with appropriate colleagues and onward provision to facilitate and support Post-16 transition.

Administration

- Assist the SENDCO to maintain an accurate SEND register, in line with school SEND policies.
- Management of the SENDCO mailbox and calls to/ from stakeholders.
- Support the SENDCO with workflow, scheduling visitors for meetings, responding to stakeholder communication, and responding to sensitive, important or urgent matters as they arise.
- Provide administrative support for meetings and identify outcomes/ next steps.
- Coordinate and disseminate all SEND correspondence.
- To attend SEND meetings as needed and take accurate minutes.
- Assist and support the SENDCO and Senior Leaders with the staff recruitment process.
- To coordinate and manage the whole school passes system.
- To maintain the school medical register and coordinate the annual review of pupil Individual Health Care Plans.
- To coordinate and run the school's immunisation programme, alongside the visiting NHS teams.

Finance

- To manage and monitor admin supplies.
- To place orders for goods and services in line with school procedures.
- To oversee the spending of the SEND capitation budget and raise concerns with the SENDCO.
- To check the EHCP funding list against school records and notify the SENDCO of any discrepancies.
- To check, input and update data on the costed provision maps, ensuring confidentiality and accuracy are maintained.

Other duties

- The post holder will work across the school environment, depending on the need of staff and students.
- To be proficient in ICT, specifically in relation to schools.
- To be aware of the main health and safety issue specific to the school and how they relate to students, staff and stakeholders.
- To comply with all school policies and procedures.
- Contribute to the school ethos, aims and the school development/improvement plan.
- Attend and participate in regular meetings.
- Identify and take part in relevant continuous professional development and performance management.
- To be a first aider, or willing to undertake first aid training.

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Core duties

- To be an outstanding role model.
- To embody excellence.
- Establish and actively promote a positive identity and ethos for the school at all times.
- To set an example of an outstanding practitioner.
- Establish a culture that celebrates and promotes academic and wider achievement which will enable all students to become effective, enthusiastic, independent learners.
- Play a significant role to ensure the performance of the school is in line with and where possible exceeds all targets for continuous improvement and becomes a model for excellence.
- Develop links with other schools locally.
- Continually work in a highly collaborative way with colleagues across the school.

This job description is not intended to be exhaustive. The postholder may be required to undertake other duties commensurate with the grade and responsibilities of the post, as reasonably directed by the Headteacher.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)