

Job Description

Post Title	Personal Assistant to the SEND and Inclusion Team
Salary	West Sussex Pay Scale Grade 6 plus Crawley Fringe Allowance Actual Salary: £23,798
Contract Type:	Permanent
Reporting to:	Assistant Head (Inclusion and SEND)

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Purpose:	<ul style="list-style-type: none"> Extend the Leadership of the Executive Headteacher Provide high-quality, confidential administrative and organisational support to the SEND and Inclusion Team Enabling the effective delivery of inclusive education and support for students with special educational needs and disabilities. Embody and uphold the school's Christian values and ethos
General:	<ul style="list-style-type: none"> Act as the first point of contact for the SEND and Inclusion Team, ensuring professional and compassionate communication with students, parents/carers, staff, and external agencies. Support the Assistant Headteacher (SEND and Inclusion), SENDCO and Assistant SENDCO in managing their schedule, correspondence, and administrative workload. Maintain confidentiality and discretion at all times, in line with safeguarding and data protection policies. Uphold and promote the Christian ethos and values of the school in all aspects of the role.
Key Duties:	<ul style="list-style-type: none"> Provide comprehensive PA support to the Assistant Headteacher (SEND and Inclusion), SENDCO and Assistant SENDCO including diary management, meeting coordination, minute-taking, and drafting correspondence. Assist in the preparation and maintenance of SEND documentation, including EHCPs, provision maps, and annual review paperwork. Liaise with external professionals (e.g. Educational Psychologists, Speech and Language Therapists) to coordinate meetings and share relevant documentation. Monitor and track key deadlines related to SEND statutory processes and ensure timely completion.

	<ul style="list-style-type: none"> • Support the organisation of SEND-related events, parent meetings, and training sessions. • Maintain accurate records and databases related to SEND and Inclusion, ensuring compliance with GDPR and school policies. • Support the collation of data for internal and external reporting (e.g. Ofsted, Governors, LA).
Generic Duties	<ul style="list-style-type: none"> • Contribute to the wider administrative functions of the school as required, including general office duties. • Attend relevant training and development opportunities to enhance professional practice. • Participate in school activities that promote inclusion and celebrate diversity. • Support the school's safeguarding procedures and report concerns appropriately. • Promote equality of opportunity and inclusive practices across all aspects of school life. • Demonstrate a commitment to the school's Christian vision and values, fostering a culture of respect, compassion, and service.
CPD	<ul style="list-style-type: none"> • The postholder will be encouraged and supported to engage in ongoing professional development relevant to their role, including training in SEND legislation, inclusive practices, safeguarding, and administrative systems. • Opportunities will be provided to attend internal and external CPD sessions, including those offered by the Local Authority, Diocese, and national SEND networks. • The school is committed to nurturing staff as part of its vision of flourishing, and the PA will be supported to grow in confidence, competence, and leadership within their role. • Appraisal meetings will be held to review progress, identify training needs, and celebrate achievements.
Additional Information	<ul style="list-style-type: none"> • For inset training you will be aligned with both the Pastoral and Administration team. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.

All duties will be expected to be carried out according to agreed School Policies and Procedures.
Due regard will be given to appropriate confidentiality concerning school matters at all times.

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

Safeguarding Statement

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.



The Holy Trinity School is a Church of England (voluntary aided) School
West Sussex County Council