

JOB DESCRIPTION

Postholder	Assistant SENDCo (non-teaching)
Line Manager	Assistant Headteacher - SENDCo
Responsible for	Teaching Assistant - Intervention Coordinator Teaching Assistant - Complex Needs
Salary	Grade C3, Points 19 - 22 £31,067- £32,654, pro rata to weeks worked <i>(Opportunity to enhance salary with additional paid duties)</i>
Details of Appointment	37 hours per week term time only, plus 10 additional days
Purpose of the Role	To support the SENDCo in leading and managing the provision for pupils with Special Educational Needs and/or Disabilities (SEND), ensuring high-quality support, inclusive practice, and access to appropriate interventions. The postholder will play a key role in promoting a positive learning environment for all students, especially those with additional needs.
Key Responsibilities	<p>As an Assistant SENDCo</p> <ul style="list-style-type: none"> • Line managing the interventions coordinator in their role in developing, implementing and delivery of academic and social/emotional interventions group. • Manage access arrangements process including carrying out standardised testing where appropriate. • Complete all relevant statutory paperwork for exams access arrangements, ensuring files are appropriate for inspection • Manage the process of access arrangement requests • Lead the team in ensuring that SEND provision follows current best practice, legislation and school policy. • Oversee the management of SEND resources ensuring their efficient, effective, and safe use. • Support the SENDCo with the implementation of an inclusive curriculum that meets the needs of all learners. • Deputise where appropriate in statutory and non-statutory matters related to SEND. • Manage referrals to the curriculum support department, using observation, data analysis and teacher consultation to coordinate appropriate support. • Lead in the creation and implementation of Education, Health and care Plans. <p>1. Support for SEND Identification and Provision</p> <ul style="list-style-type: none"> • Lead / assist in the identification of pupils with SEND through observation, data analysis, and teacher consultation. • Lead and support the creation and implementation of Pupil Passports; Education, Health and Care Plans (EHCPs), and other

relevant support documents.

- Monitor and evaluate the effectiveness of interventions and provision for pupils with SEND.
- Manage access arrangements for all internal and external examinations

2. Leadership and Management Support

- Ensure available resources are utilised to maximise the day-to-day provision for pupils with SEND.
- Administration and analysis of whole cohort analysis tools such as CATS / IDL etc.
- Lead or support scheduled annual reviews and meetings (internal and multi-agency) for students with EHCPs.
- Provide expert guidance for leaders, academic departments and support staff on effective strategies for inclusion and differentiation.

3. Communication and Liaison

- Act as a main point of contact for staff, parents, and external agencies under the direction of the SENDCo.
- Support regular communication with parents/carers regarding pupil progress and needs.
- Liaise with external professionals such as Educational Psychologists, Speech and Language Therapists, CAMHS, AIP and local authority SEND services.

4. Monitoring and Evaluation

- Quality assure and contribute to the maintenance of the SEND register.
- Assist with collecting and analysing data to evaluate SEND provision and progress and plan future provision.
- Support the SENDCo in preparing, producing and presenting reports for school leaders, governors, and external bodies such as the LA, the Diocese or Ofsted.

5. Staff Training and Development

- Contribute to the delivery of appropriate SEND training to all staff in line with school need.
- Encourage the development of inclusive teaching strategies across the curriculum, through interaction with Curriculum Leaders and attendance at individual department meetings.
- Promote a culture of high expectations for all learners, including those with SEND.
- Ensure that Performance Management is used effectively to develop the team and uphold the best possible standard of provision

As an Employee

- Participate in training and other learning activities and professional development as required to ensure best practice.
- To support and contribute to the Catholic ethos of our school community.

	<ul style="list-style-type: none">• Ensure promotion and support of Equal Opportunities and Health & Safety in line with school policy.• To undertake any responsibilities commensurate with the scale and responsibility of the post as directed by the Headteacher/ Line Manager.• Follow school policy in relation to all prescribed areas.• Ensure high standards of professional appearance in line with the school's dress code.• To have commitment to safeguarding and promoting the wellbeing of all children in line with school policy and national guidelines.
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