



**SENDCO Assistant Job Description**  
**Support Staff Grade 4**  
**Job Code:A5773**

<b>Job Purpose</b>
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- Under the direction of the SENDCO, assist in leading and managing the provision for pupils identified as having Special Educational Needs;
- Under the direction of the SENDCO, assist in the deployment and effective use of SEND resources, promoting high standards of learning and achievement for all pupils;
- To assist the SENDCO in leading the provision for special educational needs within school, with support from the Headteacher and Senior Leaders as needed.

<b>Duties and Responsibilities</b>
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The following job description is not exhaustive. It is expected the assistant SENDCO will work closely with the SENDCO and Headteacher to develop the role to reflect the needs and demands of the post.

**The primary role of the SENDCO Assistant is support the day-to-day operational work of the SENDCO. This includes, but is not limited to, the following:**

- To assist the SENDCO in leading the provision for special educational needs within school, liaising with the Headteacher as required
- To assist the SENDCO in the deployment of SEND resources and to ensure that they are used efficiently, effectively and safely
- Under the direction of the SENDCO, to develop curriculum resources to ensure that pupils with SEND have the necessary levels of support
- To support the SENDCO in managing the implementation of an inclusive curriculum
- To support the SENDCO in sustaining the effective teaching and engagement of pupils with SEND across the school leading to high quality outcomes
- To work with the SENDCO to develop, implement and monitor intervention groups and support
- Under the direction of the SENDCO, to manage and maintain provision maps
- To assist the SENDCO with administrative tasks associated with SEND
- As a HLTA, to teach classes and groups as directed by the SENDCO and/or the Headteacher

**The main responsibilities of the post include, but are not limited to, the following:**

- support the provision of SEND, including the allocation of support time, supporting the writing of individual education plans, completion of My Support Plans and applying for statutory EHC plans as required under the direction of the SENDCO

- liaise with relevant outside agencies to ensure that the SEND needs of individual pupils are met effectively
- ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies
- liaise with and inform parents/ carers about the specifics of SEND provision for their child under the direction of the SENDCO
- ensure that the SEND Register is kept accurate and up to date and that staff are kept informed of pupil special educational needs under the direction of the SENDCO
- work with the SENDCO and other staff to ensure that individual education plans and other school specific documents are used to set subject-specific targets and work well to meet pupils' needs
- support the SENDCO and class teachers in using data effectively to identify pupils who are significantly underachieving and, where necessary, create and implement plans to support those pupils
- under the direction of the SENDCO, offer advice and support to teaching staff in providing quality first provision
- support the monitoring of the effectiveness of individual education plans, my support plans and other documentation
- arrange and chair annual reviews under the direction of the SENDCO
- support the SENDCO in the curriculum development work of the Inclusion Team including access arrangements for statutory assessments
- support the SENDCO in the devising, implementation and updating of Inclusion policies which reflect the school's commitment to high achievement, and effective teaching and learning
- keep up to date with relevant research, teaching methods, inspection evidence, local and national directives and targets regarding SEND
- under the direction of the SENDCO, use data effectively to identify pupils who are underachieving and where necessary create and implement effective plans of action to support those pupils
- support the SENDCO to lead the production of the Inclusion Action Plan as part of the School Improvement Plan, to include staff development and training implications
- under the direction of the SENDCO, provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils
- work with the SENDCO and Headteacher to support and help plan for the reintegration of pupils after extended absence or exclusion
- work with the SENDCO and Headteacher on the implementation of the School Offer, helping to ensure effective development of pupils' literacy, numeracy and information technology skills
- work with the SENDCO to promote an inclusive curriculum
- support meetings of SEND staff, communicate information to staff and co-ordinate resulting action
- monitor with the SENDCO the day-to-day management of the learning spaces, creating a safe, effective and stimulating environment for the teaching and learning of Learning Support

- work with the SENDCO to manage the budget and resources allocated to pupils with SEND
- work with the class teachers and phase leaders to monitor the progress of pupils with SEND and liaise with the SENDCO on next steps
- work with the SENDCO to coordinate timetables for the inclusion team including organising cover as appropriate
- lead and attend meetings to support families including CAF meetings, CIN meetings and Early Help meetings.
- lead, attend and participate in multi-disciplinary meetings contributing to the sharing of information and/or planning in relation to specific pupils.
- undertake other duties, as required by the Headteacher, as appropriate to the grade of the post

**In order to perform this role well, the SENDCO Assistant is expected to:**

- maintain a thorough working knowledge of the school's policies and procedures related to SEND, including the SEN Information Report, Child Protection, Safeguarding and Inclusion policies
- maintain a thorough working knowledge of the SEND code of practice: 0-25 years (2014) and support the school, alongside the SENDCO in ensuring it meets its relevant responsibilities
- regularly attend relevant training and development events
- act in the best interest of all the pupils of the school; and behave in a professional manner, including maintaining confidentiality.

*All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.*

*Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.*

*Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018).*



### **SENDCO Assistant Person Specification**

Job Title: <b>SENDCO Assistant</b>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of how children learn</li> <li>• A sound grasp of the concept of inclusive practice</li> <li>• A good knowledge of the SEND Code of Practice and relevant legislation</li> <li>• Experience of working closely with parents in successful home-school partnerships that support pupils' needs</li> <li>• Knowledge of issues relating to equal opportunities</li> <li>• Knowledge and experience of using basic diagnostic tests for identifying specific needs</li> <li>• Knowledge of current educational issues.</li> <li>• Knowledge of the National Curriculum and/ or Early Years Foundation Stage Curriculum.</li> <li>• Understanding of specific needs such as ASC and Attachment</li> <li>• Knowledge of Safeguarding and Child Protection</li> <li>• Knowledge of pastoral care strategies and relevant agencies</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Skilled at making and sustaining positive relationships with children and adults</li> <li>• Able to stimulate children's interest in learning</li> <li>• Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure</li> <li>• Able to work closely with other adults, offering them practical advice and strategies that assist them to overcome problems relating to the teaching of pupils with SEND</li> <li>• Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners</li> <li>• Capable of planning intervention work, assessing the needs and achievements of children and maintaining appropriate records</li> <li>• Able to work closely with the wider school community in the development of provision for pupils with SEND</li> <li>• Able to foster effective relationships with parents, communicate with them and encourage their active participation in their child's education</li> <li>• Excellent written and oral communication skills.</li> <li>• Ability to self-evaluate own learning needs and actively seek learning opportunities</li> <li>• Ability to work within the multi-agency approach to support both pupils and families including those in receipt of the Pupil Premium Grant</li> <li>• A commitment to our inclusive ethos</li> <li>• A flexible and creative approach to solving problems</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age or with specific special needs including ASC, Attachment, SEMH</li> <li>• Experience of managing challenging behaviours and meeting Special Educational Needs and Disabilities</li> </ul>
<b>Educational</b>	<ul style="list-style-type: none"> <li>• Excellent Literacy and Numeracy skills equivalent to GCSE Grade C or higher in English and Maths (essential)</li> <li>• NVQ 4 for Teaching Assistants or equivalent qualifications and/or experience (essential)</li> <li>• Other professional development in the area of SEND (desirable)</li> </ul>
<p><b>Stivichall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant's appointment will be subject to satisfactory Enhanced Disclosure from the Disclosure and Barring Service.</b></p>	

**Agreed October 2021**