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**Job Description**

**Job Title:** **SENCo Assistant**

**Grade: To be evaluated**

**Responsible to:**  **SENCo & Inclusion Lead (SIL)**

**Main Purpose**

To support the SIL and Co-Head teachers with the daily running and the strategic development of SEN within the academy to ensure the progress and provision of vulnerable pupils.

**Main tasks and Accountabilities**

* Collate Timetables for SEND staff as required alongside the SIL
* Advise and train support staff on the correct programmes to use for specific problems
* Collate and analyse the impact of interventions alongside the SIL
* Co-ordinate the paperwork for any special arrangements for students with SEND and put appropriate arrangements in place under the direction of the SIL.
* Ensure all Year 6 transition paperwork for vulnerable pupils is transferred any coordinate additional internal and external transition visits
* Produce documentation and gather information from multi-agency colleagues for all SEND/EHCP/LAC etc. review meetings
* Support SIL to prepare statutory paperwork for SEND including provision maps, statutory assessment and annual reviews
* To act as a contact for the department and liaising with parents
* Liaise with outside agencies to arrange visits, meetings and to prepare referrals, e.g. Educational Psychologist, Speech and Language, Occupational Therapy, Behavioural units, CAMHS etc.
* Collating assessment data in order to inform intervention programmes
* Rigorous tracking of SEND pupils to ensure academic progress is made
* Maintaining accurate electronic records for SEND and other vulnerable pupils
* To attend meetings as required
* Timetable the allocation of available facilities for interventions and appointments with outside agencies including booking rooms
* Administer transactional financial processes including:
	+ Initiating purchase orders for office and SEND resources
	+ Assisting the SIL in managing the allocated SEND
* Undertake administrative duties in accordance with statutory and academy requirements including providing telephone cover and message service, process incoming and outgoing mail, maintain SEND diary, arranging meetings and appointments
* Minute, produce and distribute accurate records of routine office meetings, e.g. team meetings, internal meetings, multi-agency meetings
* Maintenance of filing and data of students with SEND
* Responsibility for ensuring SEND staff are accounted for in the event of an emergency evacuation once fire warden training has been undertaken
* Maintain paperwork and administer care for pupils with Health Plans
* Update Arbor as required to ensure the SEND register is up to date and children are added under the direction of the SENCo
* Play an active role in the department, welcoming parents and children to the department both before school and during the school day
* Settling children, where needed in the department, until they can be seen by the SIL or the Behaviour Support Lead
* Liaise with the behaviour support lead or DSL, to ensure effective communication and triaging where needed

This is not intended to be an exhaustive list, but a guide to the main responsibilities of this post. All appointed staff will need to be flexible to meet the changing needs of our academy.

The post holder may be required to do other duties appropriate to the level of the role, as directed by the SIL.

This job description may be amended at any time in consultation with the post holder.

Reviewed on 18.09.2025

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| **Person Specification: SENCo Assistant** |
|  | Essential criteria | Desirable criteria | Method of assessment  |
| Qualifications  | * Minimum 5 GCSEs at A – C in Maths and English.

  | Higher level of qualification in working with children, office management or data analysis. | * Application form.
* Original copies of qualification.
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| * Experience and knowledge
 | * Experience of working in a school supporting education.
* Experience of using a range of computer applications including Word, Excel, Target Tracker, SIMS and other data bases to:
* analyse and present data
* create professional reports and presentations
* maintain electronic diary.
* Knowledge and understanding of assessment data.
* Experience of managing a budget and associated paperwork.
* Experience of producing professional letters, reports and documents to a high standard.
* Experience of undertaking a range of clerical and administrative duties, including data input.
* Experience of working with vulnerable children including those with Special Needs.
* Knowledge of the SEND Code of Practice including Statutory Assessment and Annual Reviews.
* Knowledge of inclusive practice in a school setting.
 | * Experience of working with outside agencies.
* Knowledge of school policies including Child Protection, Health and Safety and Equal Opportunities.
* Previous use or access to the Children Index.
* Knowledge of child protection procedures and the responsibilities of other agencies towards vulnerable children.
 | * Application form.
* Interview.
* References.
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| Skills and abilities | * Ability to organise own workload, work independently and demonstrate initiative.
* Ability to respond proactively to unexpected problems and situations.
* Ability to communicate both verbally and in writing to a range of audiences including other employees within the school, governors, pupils and parents.
* Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.
* Ability to maintain efficient record keeping systems to produce accurate and up-to-date records and reports as required.
* Excellent ICT skills.
* Ability to generate, organise, analyse and present data for specific purposes using Excel, SIMS and Discovery.
* Ability to use data for long term strategic planning.
* Ability to offer sensitive support to vulnerable and sometimes distressed pupils and parents and demonstrate active listening skills.
 | * ICT skills to support staff using laptops and iPads.
 | * Application form
* Interview
* References
* Practical interview
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| Personal qualities | * Ability to demonstrate excellent interpersonal and communication skills.
* High level of professionalism.
* Ability to work effectively as part of a team showing flexibility and initiative.
* Willingness to participate in further training and developmental opportunities offered by the school and county, to further own knowledge.
* Ability to demonstrate commitment to Equal Opportunities.
* Ability to be a team player.
* Drive and commitment to improve outcomes for vulnerable learners.
 |  | * Application form.
* Interview.
* References.
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