

## Job description

<b>Job title</b>	Assistant to the SENDCo
<b>Department</b>	Whole school
<b>Reports to</b>	Head of Learning Support (SENDCo)
<b>Line manages</b>	n/a
<p><b>Job summary</b></p> <p>To support the work of the Head of Learning Support (SENDCo) in ensuring the best possible outcomes for our pupils.</p>	
<p><b>Key duties and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Support the SENDCo in the day-to-day management of SEND provision across the school.</li> <li>• Assist in developing and reviewing Learning Plans for pupils with SEND.</li> <li>• Liaise with parents/carers, teachers, and external professionals to ensure appropriate support is in place.</li> <li>• Coordinate and contribute to EHCP applications and reviews.</li> <li>• Gather and collate information to support transition of SEND pupils</li> <li>• Assist with access arrangements for assessments and exams.</li> <li>• Keep accurate records and update information systems</li> <li>• Stay up-to-date with SEND-related initiatives and policies.</li> <li>• Provide advice to teachers and staff on adaptive teaching strategies to meet the needs of pupils with SEND.</li> </ul>	
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• The postholder will be required to submit an Enhanced Disclosure and Barring Check (DBS).</li> <li>• The postholder is responsible for promoting and safeguarding the welfare of all children and young person's they are responsible for, or come into contact with.</li> </ul>	
<p><b>St Aubyn's policy and procedure</b></p> <ul style="list-style-type: none"> <li>• The postholder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health &amp; Safety Regulations.</li> </ul>	
<p>The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.</p> <p>If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.</p>	

## Person specification

<b>Job title</b>	Assistant to the SENDCo
<b>Department</b>	Whole school

<b>Criteria</b>
<b>Qualifications</b> GCSE Maths and English grade C or above (or equivalent) (E) Relevant qualifications in supporting teaching and learning (e.g., CACHE Level 3). (E)
<b>Experience</b> Experience working with children with SEND in a school setting. (E) Experience using school information management systems (D)
<b>Knowledge and skills</b> Strong organisational skills and attention to detail. (E) Excellent communication and interpersonal skills. (E) Knowledge of EHCP processes and requirements. (D) The ability to comply with policies and procedures related to child protection and health and safety (E)
<b>Aptitudes</b> Ability to work collaboratively with staff, parents, and external professionals. (E) An appreciation of the School, its tradition and history (E)

E = Essential for post

D = Desirable

February2025