



Assistant SENCO – Job Description

Purpose of the Role

The Assistant SENCO will support the SENCO and Senior Leadership Team in ensuring that pupils with Special Educational Needs and Disabilities (SEND) receive effective support, guidance, and access to high-quality educational provision. The postholder will work closely with pupils, families, staff, local authorities, and external agencies to promote positive outcomes, successful transitions, and pupil engagement.

Key Responsibilities

- Liaise with the Local Authority SEN Department and previous schools regarding new or prospective pupils and support transition activities for pupils moving from Year 6 to Year 7 and from Year 11 into Post-16 provision.
- Hold admissions meetings and ensure all required documentation and paperwork are completed and collated accurately.
- Be responsible for induction processes for all new pupils in accordance with the school's induction policy.
- Attend and lead Annual Education, Health and Care Plan (EHCP) Review meetings where appropriate.
- Assist the SENCO with the preparation of relevant SEND paperwork and documentation.
- Undertake duties delegated by the SENCO in support of the SEND provision across the school.
- Attend all relevant meetings including CIN (Child in Need), PEP (Personal Education Plan), LAC (Looked After Child), and Safeguarding meetings, ensuring paperwork is prepared in advance and accurate notes and records are maintained.
- Liaise effectively with a range of external services and agencies to support pupils' individual needs.
- Support the SENCO in arranging and conducting off-site visits to external providers.
- Participate in professional development and training relevant to the skills and knowledge required for the role.
- Share information regarding pupils appropriately, maintain accurate written records, and produce reports as requested by the Senior Leadership Team.
- Liaise with Nurture Leads, Main Body Leads, and EV Leads to ensure coordinated support for pupils.
- Maintain effective communication with outside providers and partner agencies.
- Carry out any other duties as reasonably required by the Headteacher.

Person Specification

- Knowledge and understanding of SEND statutory processes.
- Knowledge of school admissions procedures and processes.
- Experience of working with young people to improve engagement and educational outcomes.
- Competent in the use of ICT systems, including working knowledge of SIMS, CPOMS, behaviour systems, and attendance modules.
- Strong interpersonal and diplomacy skills with the ability to communicate effectively with pupils, parents, staff, and external professionals.
- Minimum of two years' experience working within an educational environment supporting young people with SEN.
- Full driving licence and access to own vehicle with appropriate business motor insurance.
- Ability to maintain confidentiality and handle sensitive information in accordance with GDPR legislation.