Job Description and Person Specification

# Assistant SENCO (Non-Teaching)

Salary Scale: Grade 9 + SEN 1 allowance equivalent

Contract Type: 37 hours, 40 Weeks

Line Manager: SENCO

Location: Aldercar High School, Dalton’s Close, Langley Mill, Nottingham, NG16 4HL

## Job Description

### Purpose of Role

To support the SENCO in ensuring the effective provision of special educational needs (SEN) support across the school. The Assistant SENCO will help coordinate the day-to-day operation of the school’s SEN policy, maintain effective administrative systems, liaise with parents and professionals, and ensure high-quality support for students with additional needs.

### Key Responsibilities

#### 1. Support for SEN Provision

* Support the SENCO in overseeing the implementation of the SEND policy and provision across the school.
* Assist in the identification and assessment of students with SEN.
* Coordinate interventions and support strategies for students with EHCPs and those on the SEN register.
* Support transition arrangements for students with SEN (e.g., Year 6–7 and post-16).
* Contribute to the writing, reviewing, and updating of SEN support plans and EHCP paperwork.
* Ensure student profiles and learning passports are accurate and regularly updated.

#### 2. Liaison and Communication

* Act as a key contact for parents/carers of students with SEN, ensuring effective communication and a collaborative approach.
* Liaise with external professionals (e.g., Educational Psychologists, Speech and Language Therapists, Social Workers) as directed by the SENCO.
* Attend and contribute to review meetings (e.g., EHCP annual reviews, parent meetings).
* Provide support and guidance to teaching assistants and support staff in delivering high-quality SEN support.

#### 3. Monitoring and Reporting

* Support the monitoring of interventions and provision through data collection and feedback from staff.
* Maintain accurate records on the SEN register and provision maps.
* Assist with the analysis of student progress data for pupils with SEN and prepare reports as required.

#### 4. Administration and Compliance

* Manage and maintain the SEN administrative systems (e.g., provision maps, pupil records, referrals).
* Ensure compliance with statutory requirements including EHCP deadlines and reviews.
* Support the SENCO with documentation for inspections (e.g., Ofsted, local authority reviews).

#### 5. Training and Development

* Support in delivering SEN-related CPD/training for staff.
* Stay up to date with developments in SEN legislation, best practice, and school policy.

## Person Specification

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| Essential Criteria | Desirable Criteria |
| GCSEs (or equivalent) in English and Maths | Higher-level qualification in SEND or related field |
| Experience working with young people with SEN in a school setting | Experience with EHCPs and the annual review process |
| Experience of working collaboratively with parents and external agencies | Experience in delivering staff training or guidance |
| Understanding of the SEND Code of Practice (2015) | Knowledge of specific learning needs (e.g., ASD, ADHD, dyslexia) |
| Awareness of safeguarding procedures |  |
| Understanding of effective interventions and support strategies |  |
| Excellent communication and interpersonal skills | Ability to motivate and support staff and students |
| Strong administrative and organisational skills |  |
| Ability to manage sensitive issues with tact and discretion |  |
| Confident in the use of ICT for record-keeping and communication |  |
| Ability to work both independently and as part of a team |  |