

Assistant SENDCo – Brampton Village Primary School

Brampton Village Primary School is a large, vibrant three-form-entry primary school with a strong reputation for inclusion, teamwork and ambition. We are entering an exciting phase as we transform our SEND offer and provision, building on a clear vision already being implemented ahead of the forthcoming DfE white paper. This is a rare opportunity to join us at a pivotal moment and help shape something truly exceptional.

We are seeking a committed and highly organised Assistant SENDCo to join our Inclusion team. This non-teaching role is for three days per week in the first instance, with the potential to increase hours in the future. You will work closely with our Inclusion Lead/SENDCo, contributing to high-quality provision, strong partnerships with families, and inclusive practice across the school.

We are looking for someone who:

- Has a passion for inclusion and a strong understanding of SEND provision.
- Can work collaboratively as part of a dedicated and forward-thinking team.
- Is proactive, flexible, and able to build positive relationships with pupils, staff and external agencies.
- Brings excellent organisational, communication and problem-solving skills.

We can offer:

- An incredible, supportive staff team that values professional growth and collaboration.
- A leadership team fully committed to developing an outstanding SEND offer.
- A school community that places children at the heart of all decision-making.
- The chance to make a significant and lasting impact at an exciting moment of change.

Come and join our incredible team for an opportunity like no other in Cambridgeshire!

Key responsibilities, including but not limited to:

- Supporting the creation and delivery of individual learning plans,
- Management of PEEPs
- Development of ICPs and Healthcare plans
- Administration of TRT's
- Ensuring consistency of class information files
- Oversight and management of S&L provision and staff
- Liaison with community paediatricians
- Ensure availability and implementation of resources for ordinarily available provision
- Monitoring the implementation of provision
- Management of provision map and records for interventions

Assistant SENDCo – Job Description and Person Specification

Post Title: Assistant SENDCo

Responsible to: Inclusion Lead/SENDCo

Working Pattern: 3 days per week (non-teaching), with potential to increase

Purpose of the Role

To support the Inclusion Lead/SENDCo in delivering high-quality SEND provision across Brampton Village Primary School.

Key Responsibilities

1. Pupil Support and Provision

- Contribute to ILPs.
- Manage and update PEEPs.
- Support development of ICPs and Healthcare Plans.
- Administer TRTs and maintain referral documentation.
- Ensure consistency of class information files.
- Ensure resources for ordinarily available provision are implemented.
- Monitor provision implementation.

2. External Liaison

- Liaise with community paediatricians.
- Work with external agencies.

3. Speech & Language Provision

- Oversee Speech & Language provision.
- Manage S&L support staff.

4. Data and Administration

- Maintain the provision map.
- Manage intervention records.

Person Specification

Qualifications & Training

- Essential: CPD in SEND.
- Desirable: NASENCo.

Knowledge & Experience

- Understanding of SEND Code of Practice.
- Experience with ILPs, Healthcare Plans, PEEPs.
- Knowledge of S&L interventions.
- Liaison with external professionals.
- Administering TRTs.
- Monitoring SEND provision.

Skills & Abilities

- Organisation and communication.
- Strong record-keeping.
- Ability to analyse information.

Personal Qualities

- Commitment to inclusion.
- Empathy and integrity.
- Proactive and solution-focused.