



Discovery Primary Academy JOB DESCRIPTION

Job Title: Assistant SENCo with an EYFS focus

Purpose of Job: Working under the direction of the SENCo to support and coordinate high-quality SEND provision across EYFS and transition into Year 1, ensuring early identification, effective support and improved outcomes for all children.

The role will contribute directly to the quality of education, behaviour, attitudes, and personal development, ensuring children are fully included, ready to learn, and able to thrive. The role will also involve supporting the transition of students into Discovery Primary Academy from pre-school and onwards into Year 1.

The Discovery Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

SPECIFIC DUTIES

1. Working with the SENCo, to lead the planning, implementation and review of SEND provision across EYFS and into year 1.
2. Ensure early identification of needs and timely, evidence-informed interventions.
3. Support staff to adapt curriculum delivery so all children can access high-quality learning experiences.
4. Monitor progress of children with SEND, ensuring gaps are identified and addressed promptly.
5. Ensure provision maps and support plans reflect ambitious outcomes for all learners.
6. Assist the SENCo by completing referrals and paperwork relating to statutory processes, within the wider school, as well as EYFS.
7. Assist the SENCo by meeting with outside professionals and parents, within the wider school, as well as EYFS.

SPECIFIC RESPONSIBILITIES

The main responsibilities of the post are to:

1. Work collaboratively with the academy SENCo to ensure compliance with the SEND Code of Practice.
2. Support on EHCP applications, reviews, and statutory processes.
3. Maintain accurate, up-to-date records and documentation on Edukey
4. Monitor the impact of SEND provision and contribute to academy self-evaluation.
5. Provide guidance, coaching, and training to EYFS staff to improve SEND practice.
6. Promote positive behaviour strategies that support emotional regulation and readiness to learn.
7. Work with staff to reduce barriers to engagement, attendance, and participation.
8. Support children in developing independence, resilience, and positive learning behaviours.
9. Develop effective partnerships with parents and carers within EYFS and the wider school, as needed.

10. Liaise with external professionals to secure appropriate support for children.
11. Contribute to multi-agency meetings and reviews.
12. Ensure all SEND practice is fully aligned with safeguarding and child protection policies.
13. Support the SENCo by completing referrals and other necessary paperwork, as needed, within EYFS and within the wider school.

Supporting the Academy

1. Be aware of and comply with, policies and procedures, e.g. child protection, internet safety, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Accompany staff and pupils on visits, trips and out-of-school activities as required.
3. Develop and maintain effective relationships with other staff, parents and carers.
4. Attend relevant meetings as required.

Professional Responsibilities

1. Engage in ongoing professional development, including SENCo qualification and ELSA training.
2. Contribute to whole-school priorities and continuous improvement.
3. Support transition into Year 1, ensuring continuity of provision and support.
4. Always maintain confidentiality and professional boundaries.

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the academy to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Headteacher in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed _____

Date _____