

Job Description: Assistant SENDCo



Title of Post	Assistant SENDCo
Grade and SCP	MPS to UPS + SEN Allowance
Hours/Working Weeks	Full Time (5 days), term time only + PD Days — or 2.5 days per week (part-time) by negotiation
Post Status	Permanent
Accountable To	Assistant Headteacher (SENDCo)

Main Purpose

Bridgnorth Endowed School and Lakelands Academy, both part of The 3-18 Education Trust, are seeking a committed and enthusiastic Assistant SENDCO to support the Special Educational Needs and Disabilities (SEND) provision across the schools. Working under the direction of the SENDCO(s) and senior leadership, the postholder will play a key role in removing barriers to learning and ensuring the very best outcomes for all pupils with SEND.

The Assistant SENDCO will support the day-to-day operation of the SEND provision, including maintaining accurate records and the SEND register, contributing to the identification, assessment and monitoring of pupils with SEND, and helping to coordinate Education, Health and Care Plans (EHCPs), annual reviews and associated statutory documentation. The postholder will work closely with teaching and support staff to secure effective provision and reasonable adjustments across the curriculum, and will contribute to a culture of high aspiration, inclusion and safeguarding for all pupils with additional needs.

For the full-time post, the postholder will work across both schools (2.5 days per week at each), helping to share best practice and consistency of SEND provision between the two settings. A part-time option (2.5 days per week), based solely at Bridgnorth Endowed School, is also available.

Duties & Responsibilities

Supporting the SENDCo

- Support the SENDCo in the day-to-day operation of the SEND provision, including maintaining accurate records and the SEND register.
- Assist in the identification, assessment and monitoring of pupils with SEND, liaising with teachers, parents/carers and external agencies as required.
- Help coordinate Education, Health and Care Plans (EHCPs), annual reviews and associated documentation, ensuring statutory deadlines are met.
- Support the SENDCo with the maintenance of provision maps, individual learning plans and student passports.
- Assist with the administration of Access Arrangements for internal and external examinations, in compliance with the Equality Act 2010.
- Support the SENDCo with correspondence to parents/carers, external agencies and other professionals as directed.

Teaching, Learning and Intervention

- Support and, where appropriate, design the planning and delivery of high-quality interventions to meet the needs of individual pupils with SEND.
- Work closely with teaching and support staff to ensure reasonable adjustments and effective provision are in place across the curriculum.
- Model and share effective SEND strategies and adaptive teaching approaches with colleagues.
- Contribute to the development and delivery of appropriate assessment tools to track pupil progress against identified outcomes, including EHCP outcomes.
- Promote pupils' independence, self-esteem and successful social interaction, encouraging peer support where appropriate.
- Plan and teach as required, applying the school's behaviour management systems so that effective learning can take place.

Working Across Bridgnorth Endowed School and Lakelands Academy

- Where working across both sites, help share best practice and ensure consistency of SEND provision, systems and documentation between the two schools.
- Build effective working relationships with staff, pupils and families at both schools.
- Support the transition of pupils with SEND between the two settings and into and out of the schools, including primary to secondary and post-16 transitions.

Whole-School Contribution

- Contribute to a culture of high aspiration, inclusion and safeguarding for all pupils with additional needs.
- Engage actively in the Performance Management Review process.
- Work as a member of a designated team and contribute positively to effective working relations within each school.
- Adhere to the Teachers' Standards and the Trust's code of conduct.
- Fulfil the professional responsibilities outlined in the current School Teachers' Pay and Conditions Document.

Meetings

- Attend and participate in relevant meetings, training and learning activities as required, including SEND team meetings and Annual Reviews.
- Communicate effectively with the parents/carers of pupils with SEND, as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school, including external agencies and professionals in Shropshire and Telford & Wrekin.

Professional Development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications and/or experience needed for the role, with support from the school, including working towards the National Award for SEN Coordination (NASENCO) where not already held.

Other Responsibilities

- Responsibility for safeguarding and promoting the welfare of children.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the schools and Trust.
- Appreciate and support the role of other professionals.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

CEO signature:



Date: 06/05/26

Postholder's signature:

Date:



Person Specification: Assistant SENDCo

	Essential	Desirable
Qualifications	• Qualified Teacher Status (QTS) • Good standard of education, including 5 GCSEs or equivalent (English and Maths)	• National Award for SEN Coordination (NASENCO), or willingness to work towards it • Relevant qualifications and/or training in SEND
Work or Relevant Experience:	• Experience of teaching in a mainstream secondary or all-through school • Experience of working with pupils with a range of special educational needs and disabilities • Experience of working collaboratively with teaching and support staff to secure effective provision for pupils with SEND • Experience of liaising with parents/carers and external agencies	• Previous experience in a SENDCO, Assistant SENDCO or SEND leadership role • Experience of coordinating or contributing to EHCP annual reviews and statutory processes • Experience of working across more than one school site or setting
Skills/Knowledge	• Good working knowledge of the SEND Code of Practice and current SEND legislation • Ability to assess, plan, deliver and evaluate high-quality interventions for pupils with SEND • Excellent organisational skills and meticulous attention to detail, including accurate record-keeping • Excellent ICT skills, including maintaining SEND registers and provision records • Ability to manage time effectively and prioritise a varied workload • Understanding of data protection and confidentiality	• Knowledge of successful intervention strategies for cognition and learning, communication and interaction, social, emotional and mental health, and sensory/physical needs • Experience of supporting Access Arrangements for examinations • Ability to train, support and develop other staff
Personal Attributes	• Excellent interpersonal and communication skills, with the ability to build strong relationships with pupils, staff, families and external professionals • A genuine commitment to inclusive education and to safeguarding and promoting the welfare of every child • Ability to work well as part of a team and to use initiative • Flexibility, resilience and reliability • Ability to maintain confidential information appropriately	

Special Conditions	• Flexibility and enthusiasm for working across two schools (for full-time applicants) • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check • Understanding of the importance of safeguarding and promoting the welfare of children • Able to work flexibly at times to meet the needs of the service	
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