



## Job Description

**Job Title: SEND Team Assistant**  
**School: Beeston Primary School**  
**Pay Range: A1-B1**

To work under the direct instruction of the Assistant Headteacher/Lead Practitioner for SEND to support the SEND Team with a range of tasks in relation to SEND systems and processes within school.

### Main Duties:

1. To undertake routine administrative tasks, including:
  - a. Record keeping, filing, data input and retrieval
  - b. Dealing with incoming and outgoing mail/email
  - c. Manage and communicate appointments with outside agencies such as NHS SALT
  - d. Manage and preparing paperwork in relation to the EHCP review cycle
  - e. Complete referrals to outside agencies as required
  - f. Minute key meetings as directed
  - g. Taking telephone messages and dealing with basic telephone enquiries
2. To use IT applications and databases effectively to deliver administrative tasks
3. To communicate effectively both verbally and in writing with stakeholders and colleagues, adapting communication as required
4. To work with the team to help improve work organisation and effectiveness
5. To promote and ensure the meeting of the pupils' individual needs including social, health, physical, education, hygiene, first aid and welfare matters
6. To establish good relationships with pupils and parents, acting as a role model and being aware of and responding appropriately to individual needs.
7. To promote the inclusion and acceptance of all pupils
8. To be aware of individual barriers and challenges/progress/achievements and report to the team as agreed.
9. To support the team in managing pupil behaviour, reporting difficulties as appropriate
10. To gather/report information from/to parents/carers as directed
11. To prepare and maintain equipment/resources as directed by the team and assist pupils in their use.
12. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
13. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
14. To contribute to the overall ethos/work/aims of the school
15. To appreciate and support the role of other professionals
16. To attend relevant meetings as required



17. To participate in training and other learning activities and performance development as required.
18. To accompany teaching staff and pupils on visits, trips and out of school activities as required
19. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
20. To ensure promotion and support of Equal Opportunities and Health and Safety
21. To undertake any other duties that are commensurate with the post

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Disclosure Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking or vaping policy.

*This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.*

**Person Specification**

**Job Title:** SEND Team Assistant  
**School:** Beeston Primary School  
**Pay Range:** A1-B1

Essential Criteria	How identified	Desirable Criteria	How identified
<p><b>SKILLS</b></p> <p>Good numeracy/literacy skills</p> <p>Use technology – computer, scanner, photocopier. process documentation using Word</p> <p>Ability to relate well to children and adults</p> <p>Ability to work constructively as part of a team</p> <p>Able to communicate effectively with a wide range of people</p> <p>Able to file, retrieve, sort and complete documents accurately</p> <p>Able to prioritise work tasks to meet conflicting deadlines</p> <p>Able to work flexibly as part of a team</p>	<p>Application and selection process</p>	<p>GCSE Maths and/or English grades D-G CSE level 2</p>	<p>Provide evidence by producing certificate</p>
<p><b>KNOWLEDGE &amp; UNDERSTANDING</b></p> <p>Working with or caring for children of relevant age</p> <p>Understanding classroom roles and responsibilities and school based SEND systems and processes</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Understand the EHC annual review cycle</p> <p>Understand the processes around school based SALT and workflows with related outside agencies</p> <p>To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.</p>	<p>Application form</p> <p>Application form and selection process</p> <p>Application form and selection process</p>
<p><b>QUALIFICATIONS/TRAINING</b></p> <p>Participation in development and training opportunities</p>	<p>Application form and selection process</p>		
<p><b>OTHER CONDITIONS</b></p>	<p>Enhanced DBS Clearance</p>		

**Competency Framework – SEND Team Assistant – A1/B1**

A1	A2	A3	B1
Basic proficiency in record keeping, filing, and data input.	Intermediate proficiency in IT applications for administrative tasks.	Advanced proficiency in IT applications and databases.	Expert proficiency in IT applications and data management.
Ability to manage incoming and outgoing mail/email.	Ability to prepare paperwork for EHCP reviews and referrals.	Ability to prepare paperwork for EHCP reviews and referrals ensuring clear communication with all parties involved.	Ability to prepare paperwork for EHCP reviews and referrals ensuring clear communication and follow up with all parties involved.
Ability to communicate effectively with colleagues and stakeholders.	Effective verbal and written communication with stakeholders.	Ability to manage multiple administrative tasks efficiently.	Ability to oversee and streamline administrative processes.
Basic verbal and written communication skills.	Ability to adapt communication style based on audience needs.	Strong communication skills, both verbal and written.	Exceptional communication skills, capable of handling complex enquiries.
Ability to establish rapport with pupils, parents and outside agencies.	Build positive relationships with pupils and parents.	Ability to effectively communicate sensitive information to stakeholders.	Ability to draft reports and minutes for key meetings.
Demonstrates empathy and understanding of individual needs.	Act as a role model and support inclusion efforts	Foster strong relationships with pupils, parents, and colleagues.	Foster strong relationships with pupils, parents, and colleagues.
Awareness of child protection and safeguarding policies.	Basic skills in supporting and managing pupil behaviour.	Promote inclusion and acceptance of all pupils.	Promote inclusion and acceptance of all pupils.
Understanding of confidentiality and data protection principles.	Ability to report difficulties to the team.	Proficient in supporting colleagues in systems and processes associated with managing pupil behaviour.	Advanced skills in supporting colleagues in systems and processes associated with managing pupil behaviour.
Complete routine administrative tasks with supervision.	Ability to manage and communicate appointments with outside agencies, including NHS SALT.	Ability to identify and report on barriers to learning.	Expertise in managing and communicating appointments with outside agencies, ensuring timely follow-ups and documentation.
Assist in managing appointments with outside agencies and basic enquiries.	Undertake routine administrative tasks with minimal supervision.	Coordinate and manage appointments with outside agencies effectively, ensuring clear communication with all parties involved.	Take initiative in promoting the wellbeing of pupils and the school community.
Participate in training and development opportunities	Gather and report information from parents/carers as directed.	Support the team in improving work organisation and effectiveness.	Collaborate with external agencies and professionals effectively.
	Participate in team meetings and contribute to discussions.	Prepare and maintain equipment/resources for pupil use.	Contribute to policy development and implementation related to SEND.