



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Assistant SENDCo – Inclusion Bases and Appropriate Provision
Location:	Across the Trust (based at Plymstock School currently)
Grade/salary:	WeST Payscales Grade E SCP 15 - 20
Hours:	37 hours per week x 39 weeks per annum
Reports to:	SENDCo
Key relationships:	Teaching Assistants, Pastoral Team, Teaching Staff

Job Purpose

To ensure high quality provision for students with Special Educational Needs and Disabilities (SEND) who access the school's Inclusion Bases and Alternative Provision. The postholder will coordinate day-to-day operations, monitor pupil progress, implement targeted interventions, and work collaboratively with staff, families and external agencies to enable students to achieve positive educational, social and emotional outcomes.

The Assistant SENDCo will play a key role in promoting inclusion, improving attendance, supporting safeguarding processes, and ensuring that students receive personalised support to overcome barriers to learning.

The Assistant SENDCo supports the effective operation of the trust and works to uphold and promote its vision and values.

Key Responsibilities

1. Inclusion Base Management

- Support the day-to-day running of the Inclusion Bases and Appropriate Provision, ensuring effective organisation and delivery of provision.
- Lead the delivery of high-quality provision within the Mayflower Inclusion Base, providing personalised support and targeted interventions that address students' academic, social, emotional and mental health needs.
- Coordinate the daily organisation of students accessing the provision, ensuring programmes are responsive to individual needs and planned outcomes.
- Contribute to the development of a safe, positive, nurturing and inclusive learning environment that promotes engagement, resilience, independence and successful reintegration to mainstream learning where appropriate.
- Ensure provision operates in line with school policies, SEND legislation, safeguarding requirements and best practice.
- Support transition arrangements for students entering, exiting or moving between provisions.

2. SEND Coordination

- Work closely with the SENDCo, Inclusion Team and relevant staff to identify, plan, implement and review provision for students with SEND and additional needs.
- Contribute to the implementation, monitoring and evaluation of SEND support plans, interventions and student outcomes.

- Support the identification of additional needs through screening, assessment and baseline testing.
- Maintain accurate and up-to-date student records using school systems including SIMS/Arbor, ClassCharts, Provision Map and other SEND tracking tools.
- Ensure appropriate documentation is prepared for annual reviews, statutory reviews and professional meetings.

3. Student Progress and Achievement

- Monitor, record and analyse student progress towards academic, social, emotional, behavioural and attendance targets.
- Facilitate pupil learning through the collection, coordination and completion of work provided by subject teachers and partner schools.
- Provide study skills support, including organisation, time management, revision techniques, note-taking, research skills, motivation, target-setting and independent learning strategies.
- Support students to remain engaged with learning and achieve personalised outcomes.
- Produce reports, data analysis and statistical information for the SENDCo, Inclusion Team and Senior Leadership Team.

4. Intervention and Student Support

- Plan, deliver and evaluate targeted interventions to support students' social, emotional, mental health and wellbeing.
- Support students in overcoming barriers to learning, attendance and engagement.
- Promote resilience, self-regulation, confidence and independence through personalised support programmes.
- Implement strategies that improve engagement, behaviour for learning and positive educational outcomes.

5. Partnership Working

- Liaise effectively with teachers, pastoral staff, attendance teams, the Inclusion Team and SENDCo to ensure coordinated support and effective communication.
- Develop positive relationships with parents and carers, ensuring they are informed of student targets, progress and outcomes.
- Work collaboratively with external professionals and agencies, including Educational Psychologists, CAMHS, Early Help, Social Care and other specialist services, to support student achievement and wellbeing.
- Attend and contribute to reviews, multi-agency meetings and professional discussions, providing accurate information and recommendations.

6. Attendance and Engagement

- Work alongside attendance and pastoral colleagues to improve attendance, reduce persistent absence and support successful reintegration.
- Monitor attendance patterns and contribute to intervention plans designed to improve engagement and participation in education.
- Support students and families to overcome barriers affecting attendance and learning.

7. Safeguarding and Welfare

- Maintain accurate, confidential and timely records relating to student welfare, safeguarding and support.
- Raise concerns promptly in accordance with safeguarding, confidentiality and data protection procedures.
- Liaise with Designated Safeguarding Leads and other relevant professionals to ensure concerns are effectively managed and resolved.
- Actively promote and safeguard the welfare, wellbeing and safety of all students.

8. Administrative Responsibilities

- Maintain accurate records and documentation relating to SEND provision, Inclusion Bases and Alternative Provision.
- Monitor and track student progress and intervention impact through internal recording systems.
- Prepare reports, case studies, performance data and statistical information as required.
- Support the organisation and administration of annual reviews, review meetings and multi-agency meetings.
- Ensure compliance with data protection, confidentiality and school recording procedures.

9. Other

- At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
- To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
- To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-LED CULTURE (The WeST Way) - It is important to us that your values align with ours:			
Collaboration:			
We are "Stronger Together," sharing expertise across the trust to lift every school	E		X
Aspiration:			
We refuse to accept that geography or disadvantage dictates destiny	E		X
Integrity:			
We act ethically, transparently, and with financial propriety	E		X
Compassion:			
We recognise need and act with positive intention to support wellbeing	E		X
Respect:			
We value diversity, listen to our communities, and treat every individual with dignity	E		X
QUALIFICATIONS:			
A good level of education to include GCSE (or equivalent) Grade C or above in Mathematics and English	E	X	X
NASENDCo/NPQ SEND	D	X	X
EXPERIENCE:			
Significant experience of working with children i.e voluntary/paid work in schools, playgroups etc	E		
Experience of working in a busy, fast paced environment	E	X	X
Experience of dealing with a range of student behaviours	E		
Experience of working in a classroom setting	D	X	X
Experience of working with children who have a physical disability	D	X	X
Experience of SIMS, and CPOMS	D	X	X
Experience of managing staff	D	X	X
KNOWLEDGE, SKILLS AND ABILITIES:			
Ability to deliver intervention programmes to individuals or small groups of students	E	X	X
Confidence and ability to train and direct other staff in delivering interventions	E	X	X
Ability to analyse data and present solutions	E	X	X

Administrative report writing and record keeping skills	E	X	X
Excellent communication skills, both verbal and written, including the effective communication skills with students.	E	X	X
Good knowledge of the SEND Code of Practice	E	X	X
Ability to liaise with parents/carers and external agencies in a professional manner	E	X	X
Hardworking and resilient	E	X	X
Compassionate, caring, patient and positive	E	X	X
Acts on own initiative	E	X	X
Creative and innovative	E	X	X
IT competent, including Microsoft Excel	E	X	X
Enthusiastic and committed to meeting the needs of the students	E	X	X
Ability to work within a team and independently	E	X	X
Ability to manage own workload and prioritise needs depending on the demands of the role	E	X	X
Flexible and adaptable in the needs of the role	E	X	X
Willingness to undertake training	E	X	X
FURTHER REQUIREMENTS:			
Discreet and able to maintain the confidentiality of information	E		X
Knowledge and foundation understanding of Safeguarding and the welfare of children and young persons	E	X	X
Willingness to undertake development and training relevant to the role, when required.	D		X