



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Assistant SENDCo – KS3 & Transition Focus
Location:	Across the Trust (based at Plymstock School currently)
Grade/salary:	Grade E SCP 15 - 20
Hours:	37 hours per week x 39 weeks per annum
Reports to:	SENDCo
Responsible for:	SEND Team Leaders
Key relationships:	Teaching Assistants, Pastoral Team, Teaching Staff

Job Purpose

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

To support the SENDCo in leading high-quality SEND provision, with a specific focus on **KS2–KS3 transition, early identification, and KS3 intervention**, ensuring all students make a successful start to secondary education and build strong foundations for future learning.

Key Responsibilities

1. KS2–KS3 Transition Leadership

- Lead and coordinate transition processes for students with SEND from primary to secondary.
- Liaise with feeder primary schools to gather detailed student profiles, support plans, and provision information.
- Attend Year 6 reviews and transition meetings (including EHCP annual reviews where required).
- Develop and implement enhanced transition programmes (e.g. additional visits, summer schools, parental engagement).
- Ensure information is shared effectively with teaching staff ahead of Year 7 entry.

2. Early Identification & Assessment

- Identify students requiring SEND support promptly and accurately.
- Develop and implement SEND support plans for KS3 students.
- Monitor students at risk of underachievement and coordinate appropriate interventions.

3. KS3 Provision & Intervention

- Lead and quality assure KS3 intervention programmes
- Deploy and guide teaching assistants to deliver effective support.
- Ensure quality-first teaching strategies are embedded in KS3 classrooms.
- Track progress of SEND students and adapt provision accordingly.

4. Parental Engagement

- Build strong relationships with parents/carers during transition and early KS3.
- Lead communication regarding student needs, progress, and support strategies.

- Support and contribute to EHCP reviews and meetings.

5. Staff Development & Support

- Provide guidance and CPD to staff on supporting SEND learners in KS3.
- Promote inclusive teaching strategies and differentiation.
- Support staff confidence in meeting a wide range of needs.

6. Multi-Agency Working

- Liaise with external professionals (e.g. EPs, speech therapists, CAMHS).
- Ensure smooth transition of external support from primary into secondary.
- Contribute to referrals and assessments.

7. Data & Documentation

- Maintain accurate SEND records and provision maps.
- Monitor progress data and evaluate the impact of interventions.
- Contribute to reports for SLT and governors on KS3 SEND progress.

Shared Expectations

- Support the SENDCo and wider SEND strategy.
- Promote inclusive, high-quality teaching across the school.
- Work collaboratively with staff, families, and external agencies.
- Maintain accurate records and provision mapping.
- Contribute to EHCP processes and SEND reviews.

10. 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
EXPERIENCE:			
Experience of working in a busy, fast paced environment	E	X	X
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