



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

<b>Job Title:</b>	Assistant SENDCo – KS4 & Exams Focus
<b>Location:</b>	Across the Trust (based at Plymstock School currently)
<b>Grade/salary:</b>	Grade E SCP 15 - 20
<b>Hours:</b>	37 hours per week x 39 weeks per annum
<b>Reports to:</b>	SENDCo
<b>Responsible for:</b>	SEND Team Leaders
<b>Key relationships:</b>	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.

The Assistant SENDCo supports the SENDCo in leading SEND provision with a focus on KS4 outcomes, preparation for adulthood, and exam access arrangements, ensuring students achieve successful qualifications and are fully supported during formal assessments.

### Key Responsibilities

#### 1. KS4 Achievement & Outcomes

- Lead monitoring of SEND student progress at KS4.
- Identify underachievement and implement targeted intervention strategies.
- Work with subject leaders to ensure appropriate support and curriculum access.
- Support pathways planning to ensure appropriate qualifications and destinations.

#### 2. Exams Access Arrangements (EAA)

- Coordinate all aspects of exam access arrangements in line with JCQ regulations.
- Gather evidence for assessing students for access arrangements (or coordinate assessments with specialists).
- Complete and maintain required documentation and evidence files under the direction of the SENDCo.
- Liaise with the Exams Officer to ensure appropriate arrangements are in place.
- Train staff on implementing access arrangements effectively.

#### 3. Intervention & Preparation for Exams

- Develop targeted intervention programmes for KS4 students.
- Support revision strategies tailored for SEND learners.
- Provide support for study skills, organisation, and exam readiness.
- Coordinate additional support sessions for high-need students.

#### 4. Preparing for Adulthood

- Support transition planning to post-16 education, training, or employment.
- Contribute to EHCP reviews with a focus on outcomes and next steps.
- Liaise with colleges, training providers, and careers advisors.

- Develop independence and self-advocacy skills in students.

#### **5. Student Support & Wellbeing**

- Monitor emotional wellbeing of KS4 students under exam pressure.
- Work with pastoral teams to support attendance and engagement.
- Provide targeted SEMH support where needed.

#### **6. Parental Engagement**

- Communicate clearly with parents about exam arrangements and expectations.
- Support families through the exam process.
- Contribute to EHCP and review meetings.

#### **7. Staff Support & Training**

- Train staff in exam access arrangements and inclusive KS4 teaching.
- Support teachers in adapting curriculum and assessments.

#### **8. Compliance & Record Keeping**

- Ensure compliance with SEND Code of Practice and JCQ requirements.
- Maintain accurate records for inspections and audits.
- Track and evaluate impact of KS4 SEND provision.

#### **9. Additional 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

<b>Method of Assessment</b> 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)
<b>VALUES-LED CULTURE (The WeSt Way) - It is important to us that your values align with ours:</b>			
<b>Collaboration:</b>			
We are "Stronger Together," sharing expertise across the trust to lift every school	E		X
<b>Aspiration:</b>			
We refuse to accept that geography or disadvantage dictates destiny	E		X
<b>Integrity:</b>			
We act ethically, transparently, and with financial propriety	E		X
<b>Compassion:</b>			
We recognise need and act with positive intention to support wellbeing	E		X
<b>Respect:</b>			
We value diversity, listen to our communities, and treat every individual with dignity	E		X
<b>QUALIFICATIONS:</b>			
A good level of education to include GCSE (or equivalent) Grade C or above in Mathematics and English	E	X	X
<b>EXPERIENCE:</b>			
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
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			
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
<b>FURTHER REQUIREMENTS:</b>			
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