

Job Description Assistant SENCO

Location:	Woodlands School
Contracted Hours:	30 hours per week
Grade:	I (SCP 17-20)
Special Conditions:	Occasional travel between sites may be required
Reporting to:	Assistant Head Teacher
Revised Date:	March 2026

Job Summary:

Co-ordinate and lead statutory SEND processes within the school, including the management of consultations, Education, Health and Care Plans (EHCPs), and annual reviews. The post holder will ensure that all documentation and processes are high-quality, compliant, and pupil centred, working collaboratively with staff, families, and external professionals to secure appropriate placements and positive outcomes for pupils.

Main Duties & Responsibilities:

Under the direction of SLT:

EHCPs and Statutory Processes

- Attend all annual reviews and chair as necessary
- Lead on the drafting, review, and quality assurance of Education, Health and Care Plans (EHCPs).
- Coordinate and complete statutory documentation, ensuring compliance with SEND Code of Practice and local authority requirements.
- Gather evidence from all stakeholders in advance of meetings to facilitate discussion to include but not limited to class teachers, careers advisor, specialist teachers.
- Coordinate statutory assessments for any young people on an assessment placement
- Manage timelines for annual reviews, interim reviews, and transitions.
- Ensure all paperwork is completed to a high standard and returned within the statutory timescales with due regard for the financial implications
- Identify and highlight pupils who need updated assessments such as Educational Psychologist, SALT, OT and make referrals as necessary.

Consultation and Admissions

- Undertake consultations from local authorities for prospective pupils in line with requirements and statutory timescales.
- Review documentation and assess the school's ability to meet need.
- Liaise with senior leaders to inform decisions regarding placement suitability.
- Contribute to transition planning for new pupils.

Main Duties & Responsibilities:

Funding

- In conjunction with SLT and the Finance Manager ensure that the High Needs Funding Matrix is up to date and that each individual pupil is receiving the correct level of funding.
- Complete Exceptional Funding Bids in conjunction with SLT, as required.

Collaboration and Multi-Agency Working

- Liaise with external professionals (e.g. Educational Psychologists, Therapists, Social Care etc).
- Act as a key point of contact for local authorities regarding EHCPs and placements.
- Facilitate effective communication between school, families, and professionals.
- Work collaboratively with peers across the Trust.

Quality Assurance and Compliance

- Monitor the quality of EHCPs and statutory paperwork across the school.
- Ensure all processes meet legal requirements and reflect best practice.
- Prepare documentation for audits, inspections, and local authority reviews.

Advice, Training and Guidance

- Provide guidance and support to teachers and support staff on EHCP targets and provision.
- Support staff in contributing to reviews and writing high-quality reports.
- Deliver or contribute to training related to SEND processes and statutory duties.

Parental and Pupil Engagement

- Work in partnership with parents/carers to ensure their views are taken into consideration.
- Promote pupil-centred approaches, ensuring that the pupil's wishes are taken into consideration.
- Support families through statutory processes, giving clear communication and guidance.

Data and Record Management

- Maintain accurate and up-to-date records of EHCPs, reviews, and consultations.
- Track progress against EHCP outcomes and provision.
- Monitor deadlines and compliance and provide regular reports to SLT as required.

Review & Scrutiny

Work with SLT to:

- Prepare for any independent reviews, e.g. audits, inspections, local authority reviews as required.
- Co-operate with any reviews/audits undertake and any provide any information legitimately requested,
- Implement any recommendations agreed by the School/Trust.
- Attend SLT meetings, or any Trust Board meetings as required.

Policy & Trust Development

- Support SLT to establish and update policies, procedures and working practices in line with the Trust's commitment and compliance requirements.
- Monitor and contribute to the organisation and development of good practice within the Trust.
- Maintain an awareness of SEND legislation and best practice.
- Undertake specific projects under the direction of the Head Teacher.

Additional Duties:

The post holder will:

- Contribute to and uphold the overall ethos/work/aims of the Trust.
- Act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- Promote and adhere to high standards of behaviour and performance in line with the staff code of conduct, Nolan Principles and other relevant policies and professional standards.
- Establish constructive relationships and communicate professionally and effectively with senior leaders, colleagues, the Trust/school community, and other agencies/professionals.
- Participate in training and other learning activities and performance appraisal/development as required.
- Recognise their own strengths and areas of expertise and use these to advise and support others.
- Comply with any reasonable request to undertake work that is not specified in this job description which is commensurate with the post holder's salary grade, abilities, and aptitudes.
- Undertake duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for themselves and any employees for whom they are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Carry out their responsibilities with due regard to Trust policies and arrangements relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection and should report any concerns to an appropriate person.