

Job Title: SEND Assistant**Grade/Salary:** 3B point 6-8**Hours:** 15 hours per week**Responsible to:** SENDCo / Principal**Job Purpose**

To support the SENDCo in ensuring high-quality provision for pupils with Special Educational Needs and Disabilities (SEND). The SEND Assistant will play a key role in completing referrals, managing EHCP paperwork, updating Individual Support Plans, liaising with parents and external professionals, and supporting staff to deliver effective interventions that improve pupil outcomes.

Key Responsibilities Include (under the direction of the SENDCo)**Interventions and Provision**

- Co-ordinate the planning, delivery, and monitoring of whole school SEND interventions, ensuring they are evidence-based and meet pupil need.
- Support in ensuring that interventions are delivered consistently and with fidelity.
- Provide support for specific children showing signs of dysregulation.

Liaison and Communication

- Act as a point of contact for parents/carers regarding SEND provision, maintaining positive and professional relationships.
- Liaise effectively with external professionals (e.g. Educational Psychologists, Speech and Language Therapists, Occupational Therapists, Health and Social Care services).
- Attend and contribute to multi-agency meetings and review meetings as required.

Support for Staff

- Support teachers in planning and implementing inclusive classroom strategies and reasonable adjustments.
- Provide guidance and support to Learning Support Assistants (LSAs) to ensure consistent and effective support for pupils with SEND.
- Share relevant strategies, advice, and resources with staff to support pupil progress.

SEND Administration and Documentation

- Complete and coordinate SEND referrals to external agencies in a timely and accurate manner.
- Support the preparation, collaboration and submission of Education, Health and Care Plan (EHCP) documentation, including annual reviews.
- Maintain accurate, up-to-date SEND records in line with statutory requirements and school policies.
- Update and monitor Individual Support Plans (ISPs) and ensure targets are clear, measurable, and regularly reviewed.

Monitoring and Compliance

- Support the SENDCo in ensuring statutory compliance with the SEND Code of Practice.
- Contribute to SEND audits, provision mapping, and evaluation of SEND provision across the school.
- Support transition planning for pupils with SEND, including between year groups or settings.

Person Specification

Essential

- Experience working with children or young people with SEND in an educational setting.
- Knowledge of the SEND Code of Practice and EHCP processes.
- Experience of completing or contributing to SEND paperwork and documentation.
- Strong communication skills, with the ability to liaise confidently with parents, staff, and external professionals.
- Ability to organise, prioritise, and manage a varied workload.
- Commitment to inclusion and improving outcomes for pupils with SEND.

Desirable

- Relevant qualification in SEND, education, or child development.
- Experience supporting or delivering interventions.
- Experience working in partnership with multi-agency professionals.
- Familiarity with SEND data tracking systems.

Safeguarding

The post holder will be required to safeguard and promote the welfare of children and young people and must comply with the school's safeguarding policies and procedures. An enhanced DBS check will be required.