



Job Description

Post:	Assistant SENCo
Salary:	MPS 1-6 pro rata (dependent on experience)
Location:	Split across various sites: Ida Darwin, Fulbourn, Addenbrooke's Hospital, Cambridge and all the sites from which PPS operates
Start Date:	September 2026
Hours:	Part-time, 0.6.
Contract:	Fixed term (1 year initially)
Reports to:	Headteacher

Job Purpose:

- Be an inspirational and creative teacher, ensuring continuity of education for pupils admitted to hospital.
- Deliver education from at Primary or Secondary across Addenbrooke's Hospital, Ida Darwin, and Home Treatment Team Outreach.
- To ensure the effective implementation of the SEND policy and its strategic development.
- To support the Assistant Headteacher and Head SENCO in the day-to-day operation of the SEND provision, ensuring consistency and high standards.
- Support SEND pupils' educational achievement through high-quality teaching, learning, and assessment for those with physical and mental health needs.
- To ensure that SEND students have access to appropriate curriculum adaptations, support, and interventions to meet their individual needs.
- To ensure all SEND-related documentation, including the SEND Register, Annual Reviews, and Individual Education Plans (IEPs), are up-to-date and in compliance with school policies.
- Support the SENCo liaise with students' home schools to support curriculum adaptation and reintegration.
- Support the SENCo with reintegration.
- Ensure statutory duties for pupils with health needs are met.
- Contribute to the Teaching and Learning Team's drive for excellence in hospital education.
- Safeguard all pupils and promote inclusion and equal opportunities.

Accountabilities

Teaching and learning:

- Take responsibility for pupil learning and achievement, ensuring equality of opportunity.
- To provide high-quality teaching and support for SEND students across various year groups as required.
- Teach English, Maths or humanities at either EYFS – KS3 or KS2 – KS5.
- To ensure that SEND students receive appropriate levels of differentiation and support to help them achieve.
- To regularly review and monitor the effectiveness of teaching strategies and interventions for SEND students.

- To ensure that SEND students' work is regularly assessed and feedback is provided to help them improve.
- Assess learning on entry of SEND students and develop individualised programmes.
- Direct TAs to support best outcomes.
- Contribute to development of SEND curriculum pathways and resource design for SEND students.
- Promote high standards of literacy and positive behaviour.
- Keep up to date with pedagogy and act within statutory frameworks.
- Safeguard pupils and treat them with dignity and respect.

Reporting:

- To ensure that SEND students' academic progress is closely tracked and interventions are put in place where needed.
- To maintain accurate and up-to-date records of SEND students' progress, interventions, and outcomes.

Liaison:

- To foster effective communication with parents and carers and home-school teachers of SEND students, keeping them informed of progress and any support provided.
- To liaise with health staff and external agencies, such as educational psychologists, speech and language therapists, and other support services, to ensure comprehensive support for SEND students.
- To represent the school at external meetings and conferences as required.

Professional Development:

- Maintain current knowledge and engage in CPD.
- Take ownership of performance management and improvement.

Other Specific Duties:

- Attend staff meetings, CPD days, and training events.
- Promote inclusion and equal opportunities.
- Support the school's ethos and set a positive example.
- Take responsibility for health, safety, and welfare.
- Play an active role in the life of Pilgrim Pathways School.
- Take on any additional responsibilities which might from time to time be agreed with the Headteacher
- Take appropriate responsibility for own health, safety and welfare
- Play an active role in the full life of Pilgrim Pathways School
- Any other reasonable duties as directed by the headteacher