



John Henry Newman Catholic College

Job Description - SEND Assistant

Salary Grade C - Point 8 £26,824 (FTE)

37 Hours per week - term time (including inset days)

Reports to : Associate Assistant Headteacher - SENDCo

Start Date: As soon as possible

Responsibilities:

- Deliver high quality group and EHCP 1:1 intervention including the DIE (Siegfried Engelmann's Direct Instruction English) and DIN (Direct Instruction Numeracy) programmes for recovery reading and maths programmes under the direction of the SENDCo.
- Support and challenge specific children and groups of pupils with SpLD and MLD in lessons under the direction of the SENDCo.
- Support pupils with ASC to make excellent progress.
- Undertake implementation of standardised tests such as NGRT under the direction of the SENDCo.
- Mark and assess pupils' work where necessary under the direction of the SENDCo.
- Communicate with parents / carers of pupils with whom you work to ensure effective home-school links.
- Communicate effectively and regularly with the SENDCo and the Inclusion Team.
- Contribute to the schools liaison and work with outside agencies in particular as part of the Annual Review of Statements of Special Educational Need.
- Collect and collate lesson evidence of progress, attainment and behaviour pending SEND diagnoses.
- Support the Inclusion Team in ensuring a smooth transition for pupils moving to the College from our feeder Primary Schools.
- Assist with academic monitoring procedures which identify progress in learning, to ensure students who are subject to a Support Plan, reach their full potential.
- Attend relevant open and consultation evenings as and when required.
- Make an active contribution to the school's ongoing development of its InclusionTeam.
- Represent the school in a manner consistent with its ethos and values.
- Carry out general duties as and when required in response to the needs and requirements of the SEND department and the school.
- Undertake appropriate training, as and when required, for personal and professional development.

College Culture

- To help develop an ethos that is utterly committed to authentic Catholic education. A community where children are not only loved but know they are loved and where our community is guided by the Holy Spirit.
- To actively promote the College at all times.
- To contribute to discussions at meetings.
- To be committed to the safeguarding and welfare of all pupils

Other

- To undertake other responsibilities as directed by the Principal
- To undertake the main professional duties of a staff member as set out in the John Henry Newman Catholic College Pay and Conditions of Service document.
- To meet the expectations of all John Henry Newman Catholic College staff as laid out in the Staff Conduct policy.
- To uphold all College policies with consistency and diligence.

SEND Assistant - Person Specification

	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Experience and/or relevant qualification in supporting pupils with Special Educational Needs and Disabilities (SEND) , such as Specific Learning Difficulties (SpLD), Moderate Learning Difficulties (MLD), and Autistic Spectrum Condition (ASC).	✓	
Basic literacy and numeracy qualifications (e.g., GCSE or equivalent).	✓	
SKILLS & ABILITIES		
Thorough knowledge of SEND and inclusive practice, including strategies to support pupils with SpLD, MLD, and ASC to make progress.	✓	
Excellent communication skills (written and verbal) to effectively liaise with pupils, parents/carers, the Inclusion Team (including the SENDCo), outside agencies, and the wider school staff.	✓	
Ability to deliver structured, high-quality 1:1 and group interventions (specifically DIE/DIN or similar models).	✓	
Strong organisational skills to assist with academic monitoring, marking work, and managing records/evidence.	✓	
Ability to work effectively as part of a team (Inclusion Team) and contribute actively to its development.	✓	
EXPERIENCE		
Experience working with children or young people, particularly those requiring academic and pastoral support.	✓	
Experience in collecting, collating, and recording evidence of progress, attainment, and behaviour for diagnostic purposes.	✓	

Experience in administering standardised tests (e.g., NGRT).		✓
CORE QUALITIES		
Commitment to the safeguarding and welfare of all pupils and adherence to all College policies, including Staff Conduct.	✓	
A high degree of flexibility and initiative to undertake general duties and responsibilities in response to the needs of the SEND department and the school.	✓	
An empathetic and patient approach to working with pupils who face barriers to learning.	✓	

OTHER REQUIREMENTS		
Commitment to the ethos and values of a Catholic College and a willingness to promote it actively.	✓	
Punctuality and reliability to ensure term-time and required evening duties (e.g., open/consultation evenings) are met.	✓	
Ensure compliance to Safeguarding Policies and Procedures within the MAC	✓	

HEALTH & SAFETY
The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

POLICIES & PROCEDURES
The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

EQUAL OPPORTUNITIES
John Henry Newman Catholic College is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

SAFEGUARDING

John Henry Newman Catholic College, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory pre-employment checks including two suitable references, evidence of Right to Work, Medical Clearance and where applicable a prohibition check and evidence of qualifications. All successful candidates will be required to present their birth certificate along with evidence of any name changes.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information can be found in the DBS filtering guide.

This post is covered by Part 7 of the Immigration Act (2016). Therefore the ability to speak fluent and spoken English is an essential requirement for this role.