



JOB DESCRIPTION

Post Title: SEND Co Assistant

Responsible to: Deputy Head, Assistant Head, SENDCo

Accountable to: SENDCo, Headteacher

Based: St John the Baptist CE Primary School

Contacts: Headteacher, Deputy Head, Assistant Head, Executive Principal, Senior Managers, Finance & Admin Manager, other school staff, pupils, the Local Authority, parents and care givers, church, community, and relevant agencies.

Scale: SO1 points 23-25 (£40,404 - £41,637 FTE)

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

JOB SUMMARY:

- To support the role of SEND Co
- Ensure communication between stakeholders is clear and timely
- Support SEND Co with in class and out of class responsibilities
- Arrange and coordinate meetings and submit applications.
- To ensure the accurate maintenance and management of pupil and school data. Assist in the provision of an efficient and effective school SEND provision through a largely administrative function.
- To provide support to Headteacher and SEND Co by ensuring that all necessary information is up to date and that requests are followed up in a timely fashion. Be responsible for the maintenance of MIS and student information.

MAIN DUTIES AND RESPONSIBILITIES:

Pupil Data and support:

- To assist in coordinating staff cover requirements by informing cover staff of key information.
- Maintain robust processes and manage a varied workload using a structured, timely and prioritised methodology. To become a Arbor super-user.
- Work alongside the SEND Co to ensure the school has appropriate systems, processes and controls in place to maintain and manage all aspects of SEND pupil data.
- Maintain individual pupil records in accordance with SEND Code of practice requirements.
- Maintain the database of pupil records for all inclusion needs, liaising with the HT/DHT/AHT/SEND Co, Pastoral lead, teaching staff and admin staff as appropriate and where necessary.
- Manage the annual updating of the Arbor and Google database with the annual timetable and class changes.
- Maintain records of all disciplinary, behavioural and special needs issues relating to individual pupils and updating Arbor where necessary.
- Produce reports when required.
- Management and coordination of communication, data, completion of paperwork and statutory submissions.
- Coordinate with SEND Co and liaise with outside professionals.
- Support transitions of children with SEND.
- Monitor implementation of learning and support programs.
- Ensure effective communication with staff and parents (SEND).
- Support, as needed, the provision and care of SEND children including management of resources.
- Coordinate record keeping and management of referrals

Resources:

- Operate relevant equipment/complex ICT packages.
- Monitor and manage stock levels within an agreed budget, cataloguing resources and undertaking audits as required.
- Assist with the ensuring expenditure is within an agreed budget.
- Manage administration of resources facilities including use of key rooms.

General Administration:

- To plan and schedule meeting rooms for any training and meetings held at the school and organize refreshments and resources when necessary.

- To oversee the typing of all pupil/parent correspondence and ensure information is presented effectively through the use of noticeboards, newsletters and the school website.

Other:

- Self-review and critique all systems and processes associated with the role and to work alongside the SEND Co to improve and develop systems and processes where appropriate.
- Be responsible for own career development and undertake training as appropriate for the further development of the post.

GENERAL:

- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- The postholder may be required to work outside normal school hours on occasion, with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview.
- Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Date of Issue:

Signature of Postholder:

Signature of Headteacher:

PERSON SPECIFICATION

SEND Co Assistant

		Essential	Desirable
Qualifications, Knowledge and Experience	English and Maths Qualifications to GCSE level.	✓	☐
	Degree level qualification or NVQ Level 3 or equivalent qualification or experience in relevant discipline.	✓	☐
	Experience of development, management and operation of administrative systems.	✓	☐
	Experience of working as part of a team and supporting others in order to achieve a shared vision/goal.	☐ ✓	
	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	✓	
Communication	Possesses effective verbal and written communication skills.	✓	
	Presents information and ideas clearly and uses communication appropriate to the audience.	✓	
	Able to positively influence the opinions of others through factual discussion.	✓	
	Able to adapt personal style of communication to reflect a situation and/or need.	✓	
	Able to create an environment of trust by delivering on promises.	✓	
	Utilises report writing skills to accurately reflect a situation through positive communication techniques.	✓	
	Able to disseminate information and demonstrates a consultative approach to communication.	✓	
	Able to persuade and influence others effectively.	✓	
	Able to demonstrate tact and diplomacy in communication.	✓	

		Essential	Desirable
Skills and Abilities	Competent to an intermediate level in the use of Microsoft Office software to complete secretarial or administrative tasks, eg. Word, Excel, Powerpoint, Outlook etc.	✓	
	Competent in the maintenance of database packages and experience of reporting from database packages.	✓	
	The ability to plan and complete a piece of work in a methodical, efficient and timely manner to meet a set deadline.	✓	
	The ability to deal with a range of people, including members of the public and other professionals, in an effective and polite manner.	✓	
	The ability to use own initiative and creativity to achieve desired results.	✓	
	Possesses good organisational skills in order to maintain efficiency and the ability to prioritise own workload.	✓	
	Motivated to work towards creating a safe, open and trusting environment.	✓	
	Willingness to partake in continuous professional development.	✓	
	Demonstrates excellent administrative and reception practices.	✓	
	Exercises flexibility so as to take on changes in work priorities and practices.	✓	
	Able to balance tasks and resources in the organisation of a wide range of activities.	✓	
	Able to provide contingency plans to address the unexpected.	✓	
	Demonstrates clear and logical thinking in working through problems.	✓	
	Able to follow organisational procedures and maintain quality of standards in own work.	✓	
	An awareness of the needs of children who have a variety of needs and who come from a variety of backgrounds.	✓	
	The ability to adapt to new office technologies.	✓	
	An understanding of customer service and the principles in delivering outstanding customer service.	✓	

Accountability and Freedom to Act	Able to make routine decisions based upon guidelines and procedures laid down within established frameworks. Leads by example in standards of behaviour in the work environment.	✓	
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