

Job Description

Job Title	Assistant SENCO
Salary	Grade 7: £29,500 - £32,921 pa. (£26,491 – 29,563 pa actual pro-rata salary)
Responsible to:	Assistant Head Teacher
Working Pattern:	37 hours per week, term time plus 10 additional days (5 inset, 5 to be agreed with line manager)

Purpose:

Responsible for supporting the Assistant Headteacher (SENCO) to provide academic and pastoral support to students with SEND. Taking a lead role in managing their attendance, well-being and academic progress. To work with parents and students to ensure that the correct pastoral and academic support is in place and that students make progress in line with their abilities.

Specific Responsibilities:

- To provide academic and pastoral support for students with SEND, focusing on the Assess, Plan, Do, Review approach to intervention.
- To ensure that Quality First Teaching Strategies and up to date for teachers to implement in the classroom
- To work with the SEND Administrator, Exam Officer and SENCO to ensure appropriate EAA are in place
- To support the SENCO in producing paperwork and correspondence in response to queries and requests from parents and external agencies.
- To support in leading, delivering and organising training for staff where required
- To work with tutors, senior staff and support staff to ensure that students are successful, confident and happy.
- To ensure strategies are in place that enable students follow the school's high expectations, both in and out of the classroom.
- To participate in the transition processes and procedures from all key stages and year groups.
- To establish and maintain positive relationships with parents and external agencies
- To work closely with the Pastoral and SEND teams to ensure that the educational, emotional and social needs of students are met.
- To make sure that students' experiences reflect our ambition for a happy, purposeful school where all students are active participants in their own learning.
- To support students' contribution and engagement with PSHE activities.
- To work with Heads of Year to monitor students' academic progress and to ensure that effective educational/pastoral interventions are put in place to enable all students to be successful.
- To contribute to Student Voice and ensure that the year groups are well represented.

- To attend designated safeguarding lead training and be part of the safeguarding team.
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study.

Operational/Strategic planning & Quality Assurance:

- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
- To contribute to the whole school's planning activities in relation to student well-being.
- To help to implement school quality procedures and to adhere to those.

Staff Development, Recruitment & Wellbeing:

- To take part in the school's CPD programme.
- To continue own personal development.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

General Duties:

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge • A basic understanding of the school curriculum and the needs of learners • Knowledge of the potential barriers to learning • Knowledge of Behaviour Management techniques and behaviour intervention strategies • Knowledge of strategies to support young people's mental health • Good understanding of child/young people's development and learning processes	• Understanding of classroom roles and responsibilities • Knowledge of SEND Code of Practice • Knowledge of child protection legislation and procedures • Knowledge of school procedures • Knowledge of support services available to signpost students and families to • Working with external agencies to support children • An understanding of the transitions in a young person's life and the effect they can have on them
Experience • Managing student wellbeing in a school environment • Supporting vulnerable students and working with their families • Administrative experience • Supporting students with barriers due to disadvantage • Experience of working with children and young people and their parents/carers • Experience of working with children and young people who have social / emotional difficulties	• Experience of working alongside other educational professionals within the guidelines of school-wide policies and strategies • Experience of working with Arbor or a similar data management system
Occupational Skills • Good listening skills • Excellent interpersonal communication skills, including influencing skills • Good time management and self-organisation • Numeracy and literacy skills • ICT skills • Ability to maintain confidentiality • Ability to exercise discretion and judgement • Ability to adapt activities to suit the needs of the students • Problem solving skills • Ability to keep accurate records • Ability to work successfully as part of a team • Ability to work on own initiative	• Ability to analyse the reasons for behavioural problems of the students to ascertain the needs of the students and formulate an action plan
Qualifications	• Appropriate first aid training • Mental Health First Aid

• Level 2 qualification or equivalent to demonstrate good literacy and numeracy skills	
Other Requirements • Enhanced DBS clearance • Commitment to the school's policies and ethos • Commitment to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children, young people and their families • Flexibility • Implementing behaviour management techniques where appropriate. • Emotional resilience in working with challenging behaviours and attitudes, using authority.	• Safeguarding qualification

Application Process

To Apply: Visit the Vacancies page of our school website www.wgsg.co.uk.

Closing Date: Friday 5 December 2025

Interviews: Interviews will be on W/C 8th December 2025.

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

All offers of employment are subject to an Enhanced DBS check.