



## Job Description

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**Job Title:** Student Development Support Departmental Assistant

**Accountable to:** SENCO  
Deputy Headteacher

### Duties and Responsibilities

#### Identifying Student Need

- Support the SENCO in the early identification of need by responding to teacher concern forms, organising teacher feedback and supporting the monitoring of students with identified need.
- Support the SENCO with the completion of referral documents for Single Point of Access and Children's Therapies, as well as NHS medication reviews for students with ADHD.
- Carry out BPVS and MHV vocabulary acquisition testing and calculate and record results. Feedback to SENCO.
- Complete EAL testing for those students identified by transfer file scrutiny.
- Complete classroom observations of students to gather evidence to support analysis of student need

#### Interventions

- Deliver weekly interventions to small groups of students as necessary. This may include social communication and interaction groups, speech language and communication workshops, handwriting support sessions, literacy support for EAL students and study skills support. Interventions will be reviewed and impact monitored.
- Support SEN students at our VIP club to complete homework and develop social communication skills.

**OPGS is committed to the safeguarding of all members of the school community**

## Administrative Duties

- Attend Weekly SEN meetings.
- Liaise with the SENCO to provide strategies for teaching staff to support identified students and communicate such to teachers through the pupil passport. Review these documents as required.
- Update SEN on SIMS where necessary along with Edulink, Provision Vue and Excel spreadsheets to keep current student information up to date.
- Create and send out feedback forms to staff to identify appropriate intervention/support strategies for students.
- Examine all new student files as they arrive for year 7 and 12 transition and upload all relevant reports/diagnoses.
- Provide pastoral support to students who need help with emotional regulation.
- Provide administrative assistance as requested by SENCO.

## Essential Skills

- IT skills, especially Excel
- Good communication skills with students and parents
- Good written communication skills
- Previous experience of working with young people
- Comfortable with being in a classroom environment
- Strong organisational skills, problem solving and adaptable

## Desirable Skills

- Classroom experience
- Previous experience writing referrals for specific learning needs or health concerns

Last review date	March 2026
Next review date	
Line Manager signature and date	
Postholder signature and date	