

Job Advertisement: Assistant SENCo & Deputy Designated Safeguarding Lead (DSL)

Join Our Dedicated School Team – Supporting Inclusion and Safeguarding Excellence

Assistant SENCo & Deputy DSL Vacancy

We are seeking to appoint an enthusiastic, dedicated and highly organised Assistant Special Educational Needs Coordinator (SENCo), who will also serve as Deputy Designated Safeguarding Lead (DSL), to join our thriving and inclusive school community.

About the Role

As the Assistant SENCo, you will work closely with the SENCo to ensure the highest quality of support for pupils with special educational needs and disabilities (SEND). You will be instrumental in helping to remove barriers to learning and ensuring that all pupils can achieve their potential.

In your capacity as Deputy DSL, you will support the safeguarding and welfare of all pupils across both of our sites, working alongside the Designated Safeguarding Lead and staff team to promote a safe, secure and supportive environment for every child.

Main Responsibilities

- Support the SENCo in identifying, assessing, and providing for pupils with SEND throughout the school.
- Assist with the implementation and review of Provision Plans and Education, Health and Care Plans (EHCPs).
- Contribute to the development and delivery of effective interventions and strategies for pupils with additional needs.
- Collaborate with teachers, support staff, parents and external agencies to promote inclusive practice and positive outcomes.
- Maintain accurate records and contribute to statutory SEND paperwork and annual reviews.
- Support with training and guidance for staff on SEND matters.
- Act as Deputy DSL, supporting the Designated Safeguarding Lead in all aspects of safeguarding and child protection.
- Be a point of contact for safeguarding concerns, ensuring all procedures are adhered to and concerns are recorded and reported appropriately.
- Assist with safeguarding training, awareness and policy implementation across the school.

Person Specification

- Experience working with children or young people with SEND in an educational setting.
- A sound understanding of current SEND Code of Practice and safeguarding legislation.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with pupils, parents, colleagues and external agencies.
- Strong organisational skills and the ability to manage a varied workload.
- A commitment to inclusive education and safeguarding every child.
- Desirable: This is a support staff role therefore a teaching qualification is not necessary however relevant qualifications in SEND and/or safeguarding (training will be provided for the right candidate).

We Offer

- A supportive and welcoming school environment.
- Opportunities for professional development and further training.
- Friendly, experienced staff and leadership team.
- The chance to make a significant difference to the lives of young people.

How to Apply

If you are passionate about supporting pupils with SEND and safeguarding, and keen to work as part of a collaborative and forward-thinking team, we would love to hear from you.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to enhanced DBS checks and satisfactory references.

Salary - £25,000 - £30,000 per annum (not pro rata) depending on experience

Hours of Work – Monday to Friday (term time only) Start Time – 7.50am