

**Assistant SENDCo – Job Description**

**Role Purpose:**  
To support the development and delivery of high-quality inclusive education and care for children with Special Educational Needs and Disabilities (SEND) at Lanterns Nursery School. The Assistant SENDCo works in close partnership with the Headteacher and SENDCo, contributing to strategic leadership and operational excellence in SEND provision.

**Key Responsibilities**

**Leadership and SEND Practice**

* Act as a member of the Senior Leadership Team and Assistant SENDCo
* Support the SENDCo in delivering high-quality teaching and interventions for children with SEND
* Monitor and evaluate SEND practice across daily provision
* Lead staff induction on SEND policies and practices
* Design and deliver internal twilight sessions and external SEND training
* Contribute to and implement the School Improvement Plan in collaboration with the SENDCo and Headteacher
* Coach and model exemplary SEND practice to staff
* Identify and address barriers to learning and access to the Early Years curriculum
* Champion a neuro-affirming approach in all interactions with children and families, and lead its integration across the whole school community
* Engage in ongoing professional development, staying informed of current research and best practice.

**Parent Partnerships – (some elements maybe in collaboration with the Family Support Worker)**

* Act as a key contact for parents/carers of children with SEND
* Conduct initial visits and introduce families to the nursery’s SEND approach
* Support staff in advising parents on topics such as Disability Living Allowance (DLA) and signposting to external services
* Lead on home learning initiatives for families of children with SEND
* Produce a termly SEND newsletter
* Maintain and update the SEND section of the school website with relevant resources and links.

**SEND Resources and Environment**

* Audit and monitor the nursery environment to ensure accessibility for all children
* Ensure appropriate resources are available to support communication, sensory, physical, and medical needs
* Provide families with resources to support communication development at home.

**Education, Health and Care (EHC) Needs Assessment**

* Provide guidance to parents on the SEND Code of Practice
* Coordinate support for parents in writing “Our Story” documents
* Oversee submission of EHC assessment requests via the Hub.

**Transitions**

* Ensure robust transition planning for children on the SEND register
* Support staff in creating transition passports for children with SEND.

**Wider Professional Collaboration and Equality**

* Liaise with external professionals to ensure a multidisciplinary approach
* Work with the SEND Governor to monitor compliance with the Equality Act
* Uphold the school’s Equal Opportunities policy, ensuring respectful and inclusive treatment of all children and adults.

**Safeguarding**

* Follow procedures outlined in the Lanterns Nursery School Safeguarding and Child Protection Policy
* Monitor and report any safeguarding concerns rigorously
* Support the Headteacher in her role as Designated Safeguarding Lead.