



## Job Description

# Assistant SENCO (non-teaching role)

School: Thornden

**Salary:** HCC Pay Scale E – FTE £33,177 to £36,368 (Actual £28,628 to £31,381)

**Hours:** 37 hours per week, Monday-Friday 08:00-16:30 (Fridays 08:00-16:00), 39 weeks per year (term time).

**Contract:** Permanent

**Responsible to:** SENCO

**Start date:** 1<sup>st</sup> September 2026 (subject to satisfactory safer recruitment checks)

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## Principle Responsibilities

We are seeking to appoint a dedicated, organised, and compassionate Assistant SENCO to join our Study Skills Team.

This is a key non-teaching role supporting the strategic and operational delivery of SEND provision across our secondary school. The successful candidate will work closely with the SENCO to coordinate EHCP processes, annual reviews, interventions, and communication with families and external agencies.

The role is ideally suited to someone with experience of SEND processes or pastoral support, who has strong organisational skills and a commitment to improving outcomes for young people with additional needs.

## Primary Roles

- Support the preparation of documentation for EHC needs assessments and consultations
- Coordinate EHCP annual reviews, including scheduling meetings, preparing documentation, and distributing reports, facilitating meetings where appropriate.
- Ensure statutory deadlines relating to EHCPs and SEND processes are met including ensuring census data is accurately recorded.
- Checking and monitoring EHCP top up funding
- Supporting with the creation of costed provision maps
- Liaising with and coordinating visits from external agencies
- Maintain accurate and confidential SEND records, files, and databases
- Update and maintain the SEND register
- Maintain provision maps and intervention tracking systems
- Assisting with transition periods including meeting with parents, students and primary schools/ colleges
- Supporting the SENCO with parental meetings as required
- Carry out daily operational supervision of Learning Support Assistants and assist with triaging the LSA timetable daily.

- Coordinate line management/performance management meetings for the department.
- Line manage LSAs with support from SENCO.
- Deliver some intervention if appropriate as directed by the SENCO.
- Carry out dyslexia screening testing

### **Other**

- To work co-operatively with others towards shared goals
- To be aware of and comply with policies and procedures including those relating to child protection and safeguarding, health and safety, and security and confidentiality
- To undertake other duties as required by the SENCO commensurate with the grade of the post
- To undertake all training as required
- To play a full role in school life, to support the ethos of the school and of the HISP Multi Academy Trust, and to encourage all students to follow this example

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974 (as amended 2013 and 2020). An enhanced disclosure with a check of the Children's Barred List will be sought through the Disclosure and Barring Service as part of HISP Multi Academy Trust's pre-employment checks.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.