

Job Description Assistant to SENDCo HLTA

Start Date:	asap
Responsible to:	SENDCo
Location:	St Clement's and St Johns CE Infant and Bethany CE Junior Schools
Grade:	Grade 6, SCP 16-22 (£15.82 - £17.47 per hour FTE)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Job Purpose & Objectives

- To provide support and administration to the SENDCo in managing the SEND needs of the school, within the context of the SEND policy, the school's aims and policies, and the school Development Plan and the school's safeguarding policy.
- Responsible for the line management and cover of general Teaching Assistants within the school.
- To ensure the learning environment is appropriately organised and to provide a good range of learning materials.
- To provide support for class teachers by establishing good relationships with all pupils and parents/carers giving appropriate comfort and care as directed.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, Enhanced DBS check and satisfactory references.

Main Duties & Responsibilities

- Provide targeted support to pupils with SEND in line with their Individual Education Plans (IEPs).
- Assist the SENDCo in implementing inclusive strategies and personalised learning plans.
- Work closely with teachers and TAs to adapt resources and differentiate learning activities.
- Plan and lead intervention groups, monitoring pupil progress.
- Monitor and record progress, producing accurate reports for meetings as required.
- Prepare and maintain tailored learning materials and manage record-keeping systems.
- Liaise with parents, carers, and external agencies under SENDCo guidance.
- Support and mentor Teaching Assistants; act as a point of contact and represent them in meetings. Promote positive behaviour, inclusion, and well-being for all pupils.
- Attend review meetings and make referrals to relevant agencies when guided by the SENDCo.
- Establish constructive relationships with pupils, acting as a role model and setting high expectations.
- Ensure compliance with safeguarding and school policies.
- Ensure that the Safeguarding Policy of the Trust is supported and followed.

Core Responsibilities

• Support SENCo with Administrative Tasks

- Maintain and update SEND records and documentation.

- Assist in preparing reports for EHCP reviews, annual reviews, and meetings.
- Organize and manage SEND resources.
- **Assist with Communication**
 - Liaise with parents, external agencies, and staff under SENCo's guidance.
 - Help schedule meetings and ensure relevant paperwork is distributed.
- **Support Teaching and Learning**
 - Work with pupils with SEND in class or small groups, following teacher/SENCo plans.
 - Implement interventions and monitor progress.
 - Adapt learning materials to meet individual needs.
- **Monitor and Record Progress**
 - Collect evidence of pupil progress for SENCo review.
 - Complete observation notes and feedback forms.
- **Ensure Compliance**
 - Support SENCo in ensuring school meets statutory SEND requirements.
 - Help maintain confidentiality and safeguarding standards.
- **Provide Practical Support**
 - Assist with classroom management and inclusion strategies.
 - Support pupils with personal care needs if required.

Supervisory / Managerial Responsibility

- Non applicable

Communication / Contacts

- Be a contact and support to parents, with the class teacher, and relay any problems to the relevant school contact.
- Agree to and comply with the Trust's Data Protection and GDPR policies.
- Maintain confidentiality as appropriate.
- The SENDCo will arrange meetings, as needed, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

Career / Salary Progression

- Professional development of the role is encouraged by the Trust and the ~~Inclusion Leader~~ SENDCo will undertake to arrange this, where possible, on request.

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead is.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.