

*"Love one another as Jesus loved us" (John 13 v 34-35)*

LANCASHIRE COUNTY COUNCIL



## St. John's C.E. (VA) School Cliviger

**'Learn, Pray, Care & Play'**

Our church school through its Christian values and caring community seeks to inspire each individual to achieve and grow.

### **SENDCO Assistant - Job Description and Person Specification**

**Reporting to:** SENDCo

**Grade:** 4

**Hours:** 11 hours per week, Term Time Only

**Duration:** Part-time, Permanent.

### **Purpose of the Job:**

The SENDCo Assistant will support the SENDCo in fostering an inclusive environment for all students, particularly those with special educational needs, disabilities (SEND) and additional needs. The role requires administrative and operational support to ensure effective communication and coordination of SEND-related activities within the school.

The job will be on Wednesday and Thursday during term time from 9-12noon and 1-3:30pm.

### **Key Responsibilities:**

#### **1. Administrative Support:**

- Organise the diary with the SENDCo and provide clerical support such as drafting letters and maintaining files.
- Maintain and update the SEND and medical registers, ensuring all information is accurate.

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- Administer the processes for special and additional needs arrangements, including ensuring staff awareness of medical conditions.
- Produce invitations for annual reviews and other SEND-related meetings.

**2. Support for Pupils:**

- Assist in learning activities and interventions, providing feedback to teachers on progress. Conducting and completing assessments.
- Support pupils' personal needs, including health, hygiene, and welfare during school hours, including lunch breaks.
- Supervise pupils in both classroom and non-classroom settings, promoting inclusion and engagement.
- Implement and monitor behaviour and care plans, adapting strategies to meet pupils' needs.

**3. Support for Teachers:**

- Assist with preparing resources for lessons, setting up equipment, and displaying pupil work.
- Liaise with parents/carers to gather and share information regarding pupil progress and needs.
- Undertake pupil record-keeping and report on achievements or concerns as directed by the SENDCO.

**4. Support for the SENCO:**

- Provide clerical support to the SENDCO, including preparing for meetings, taking minutes, and liaising with external agencies.
- Develop and maintain a directory of resources and support services for staff and parents to assist children with special needs.

**5. Support for the Curriculum:**

- Assist pupils with literacy and numeracy challenges, ensuring they understand instructions and have access to the curriculum.
- Help students use ICT tools for learning as directed by the SENDCO.

**6. Support for the School:**

- Comply with school policies on child protection, health and safety, and data protection.

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- Actively promote the school's ethos, encouraging positive behaviour and relationships.
- Attend and contribute to meetings, training, and school events as required.
- Assist with pupil supervision before, during, and after school, including school trips.

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## Person Specification

Person specification form		
<b>Post title:</b> School Business Support Officer 2 – SENDCo Assistant	<b>Grade: 4</b>	
<b>Directorate:</b> Children and Young People	<b>Post number:</b>	
<b>Establishment or team:</b> St. John’s Cliviger C.E. (VA) Primary School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Application</b> A well-considered, error-free and relevant accompanying supporting letter which should be a maximum of 2 sides of A4	E	AF/I
Fully completed, error free application form	E	AF/I
Professional references should provide a strong level of support for skills, knowledge and attributes referred to below	E	AF/I
Recent & relevant participation in professional development	E	AF/I
<b>Qualifications</b>  GCSE's at point 4 or above including English and Maths	E	AF
A-level or equivalent	D	AF
Business and administration qualification (NVQ and above)	D	AF/I
<b>Experience and skills</b> Previous experience of working in a school environment or educational setting.	D	AF/I
Experience or qualifications in social work, youth work, community work, or mentoring is advantageous.	D	AF/I
Proficiency in ICT, including Microsoft Office and SIMS (school management system).	E	AF/I
Strong communication skills, both written and oral.	E	AF/I/T

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Ability to handle confidential information with sensitivity.	E	AF/I
Experience in promoting equal opportunities and inclusion.	E	AF/I
Experience of liaising with external stakeholders and colleagues from other agencies	D	AF/I
<b>Knowledge, skills and abilities</b>		
Good organisational skills and attention to detail	E	AF/I/T
Proven ability to communicate effectively with individuals at all levels both internally and externally whilst maintaining professionalism	E	AF/I
Excellent organisational skills, the ability to work under pressure and a 'can do approach'	E	AF/I/T
Proven ability to manage time and prioritise workload, meet rigorous deadlines and targets, whilst maintaining accurate records	E	AF/I/T
Ability to work constructively as part of a team, understanding school roles and responsibilities and have a flexible approach to work	E	AF/I
Willingness to participate in development and training opportunities	E	AF/I
Ability to maintain confidentiality and adhere to data protection	E	AF/I
Empathy and understanding in dealing with children, parents, and external partners.	E	AF/I
<b>Other (including special requirements)</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to own professional development, able to identify training needs and look for opportunities to meet them.	E	I
Prepared by Naomi Healey Date: 10/09/25		

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**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

The SENDCO Assistant must be committed to safeguarding children and ensuring the safety of pupils both inside and outside the school. This includes attending relevant safeguarding training, reporting concerns to the Child Protection Officer, and adhering to school policies on child protection.

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