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Waverley Education Foundation Trust

## **JOB DESCRIPTION**

**Name:**

**Job Title:** Associate SENDCo

**Scale:** Grade 4 – Full time banked hours

**Start Date:** 1 September 2026

Associate SENDCo  
Grade 4 Support Staff  
Responsible to: Assistant Principal / SENDCo  
Location: Waverley Studio College  
Contract: Term Time Only + INSET Days

### **Job Purpose**

To support the Assistant Principal/SENDCo in the effective coordination and administration of Special Educational Needs and Disabilities (SEND) provision across Waverley Studio College. The post-holder will play a key role in ensuring that students with SEND receive high-quality support, appropriate interventions and effective provision that enables them to thrive academically, socially and emotionally. Working closely with the SENDCo, the Associate SENDCo will undertake an increasing range of operational and day-to-day responsibilities, developing the knowledge, skills and experience required to become a highly effective SEND practitioner. The post-holder will also have a teaching commitment and may be required to plan and deliver some intervention sessions / work with the Higher Level Teaching Assistant, SENDCo and wider team to target appropriate interventions for vulnerable students.

### **Key Responsibilities**

#### **Supporting SEND Provision**

- Assist the SENDCo in the implementation of the college's SEND policy and graduated approach to support.
- Support the identification, assessment and monitoring of students with SEND.
- Maintain accurate and up-to-date SEND records and documentation.
- Assist in the preparation, review and distribution of student passports, support plans and SEND profiles within Progression Maps.
- Support staff in understanding and implementing agreed strategies and reasonable adjustments.
- Monitor the effectiveness of interventions and report outcomes to the SENDCo.

#### **Student Support**

- Build positive relationships with students and families.
- Act as a key point of contact for students with additional needs.
- Support students experiencing barriers to learning, attendance or engagement.
- Assist with transition arrangements for students joining or leaving the school.
- Promote student independence, confidence and self-advocacy.

### **EHCP Administration and Reviews**

- Coordinate administrative processes relating to Education, Health and Care Plans (EHCPs).
- Organise and support annual reviews and review meetings.
- Gather advice and reports from staff and external professionals.
- Ensure statutory deadlines are met.
- Maintain accurate records of actions arising from reviews.

### **Liaison and Partnership Working**

- Work closely with teaching staff, pastoral leaders and support staff to ensure effective provision for students with SEND.
- Liaise with parents, carers and external agencies as directed by the SENDCo.
- Support communication with local authority services and external professionals.
- Attend relevant meetings and contribute information as required.

### **Monitoring and Quality Assurance**

- Assist in tracking the progress, attendance and engagement of students with SEND.
- Support the SENDCo in analysing data and identifying emerging needs.
- Contribute to the evaluation of SEND provision and intervention impact.
- Help ensure compliance with statutory SEND requirements.

### **Operational Leadership Support**

- Manage routine SEND enquiries and day-to-day issues.
- Coordinate intervention timetables and support arrangements.
- Assist in the deployment and organisation of HLTAs, TAs and other support staff where appropriate.
- Support the planning and delivery of SEND-related events and meetings.
- Undertake delegated responsibilities on behalf of the SENDCo as appropriate, including deputising where necessary for the SENDCo.

### **General Responsibilities**

- Promote the vision, values and ethos of Waverley Studio College.
- Safeguard and promote the welfare of children and young people.
- Maintain confidentiality and comply with GDPR requirements.
- Participate in relevant training and professional development.
- Attend meetings, briefings and training events as required.
- Undertake any other duties commensurate with the grade and nature of the post as directed by the Principal.

### **Career Development**

This role offers an excellent opportunity for an ambitious and committed individual wishing to develop expertise in SEND coordination. The successful candidate will work closely alongside the

Assistant Principal/SENDCo and will gradually assume increasing responsibility for the operational management of SEND provision, supported by appropriate training, coaching and professional development. Candidates wishing to pursue full QTS and progress to the SENDCo

### **Health and Safety**

- Undergo Basic First Aid training and update courses where required.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To ensure all tasks are carried out with due regard to Health and Safety.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with.

### **Continuing Professional Development – Personal**

- To undertake appropriate professional development including adhering to the appraisal process.
- Undertake any necessary professional development as identified in the School Improvement Plan, taking full advantage of any relevant training and development available.
- Participate fully in the Trust’s goal-setting and personal development cycle.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

**Elements of this job description and changes to it may be negotiated at the request of either the Principal or the post-holder.**

### **Line Manager**

The post holder will be responsible to the Assistant Principal for Inclusion or relevant senior leader with responsibility for SEND

Signed: \_\_\_\_\_ (Principal)

\_\_\_\_\_ (Post holder)

\_\_\_\_\_ (Date)

**Waverley Education Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.**

**June 2026**