

GLF Schools - Job Description

Job Title	SENCo Assistant & Nurture Assistant	Job Reference	
Location	Windmill Primary School	Travel Required	N
Core purpose			
To support the SENCo in coordinating provision for pupils with Special Educational Needs and Disabilities (SEND) and to deliver specialist nurture intervention, for pupils with SEND, that promote emotional well-being, social skills, and readiness for learning.			
Key accountabilities			
Assistant SENCo • Assist the SENCo in implementing the school's SEND policy and provision. • Support with maintaining accurate records of pupils with SEND, including ensuring Support Plans, Risk Assessments, PEEPS and Provision Maps are kept up to date and stored correctly. • Management of the Annual Review process in school including managing annual review calendar, sending invites, collating reports, taking minutes and completing reports to the local authority. • Assist with referrals to external agencies and preparation of documentation – e.g. Speech and language, Ed Psych. • Support SENCo with paperwork for EHCP applications and statutory assessments. • Maintain confidentiality and comply with safeguarding procedures at all times. Nurture Assistant • Plan and deliver small-group nurture provision to support pupils' emotional regulation, resilience, and social development. • Use evidence-based approaches to promote positive behaviour and engagement. • Monitor and record progress of pupils attending the nurture group and report to SENCo. • Create a safe, supportive environment that fosters trust and positive relationships.			
Other			
• All administrative and clerical duties needed to support the SENCO • Answering enquires, typing, sending letters and reports to parents/outside agencies • Liaising with parents, the LA and other stakeholders as necessary • Dealing with situations of a sensitive nature • Ensuring all Annual Review paperwork is carried out and submitted on time - attend and take minutes at Annual Reviews			

- Update the student information management system, SEND Register and other records
- Booking appointments
- Assist with timetabling of support
- Prepare files for transition and in year admissions
- Manage up to date record keeping
- Any other duties commensurate with the role as directed by the SENCO or Headteacher.

Accountability

- The School SENCO and Headteacher
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Collaborative working

GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.