

# CANIDATE PACK

Assistant SENCo



Start date:  
September 2026

Location:  
East Sussex Skills Academy  
Down Road  
Bexhill-On-  
Sea  
TN39 4HS

Part of

# Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities





# Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



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The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

”

*Maria Dawes - CEO, Schools Alliance for Excellence*

# Job Description

**Job Title: Assistant SENCo**

**Salary: H20 to H25 on the LSEAT Harmonised Pay Scale**

**Contract Type: 21 hours per week, term time only, permanent**

**Reporting To: Headteacher**

## About our Vacancy:

We are looking for an **Assistant SENCo** to join our new school. You should have a passion for learning, be highly motivated, work well as part of a team and be committed to engaging with pupils in a positive, calm and caring way.

We can offer you the opportunity to make life-changing differences to children, and work with a supportive, caring, dedicated staff and governing body.

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We are looking for enthusiastic, kind, caring, resilient and dedicated people to join our team. We will offer induction training for new staff and provide ongoing CPD for our team in order to ensure we are at the forefront of educational thinking, with the children at the heart of all we do.

We are committed to safeguarding; successful applicants will be required to undertake an enhanced DBS check.

We are the commissioned Alternative Provision in East Sussex for pupils who have been permanently excluded from school. As Assistant SENCo you will be based at our Bexhill site and support the work of the SENCo across the school.

We are in an exciting period of development as we are seeking to shape our school in order to have an inspirational offer in place for the children in our care. You will be joining us at the beginning of East Sussex Skills Academy, joining London South East Academies Trust: you will have the opportunity to work with forward-thinking staff and join a highly experienced Trust.

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# Job Description

## Purpose of the Role:

To work closely with the Assistant Headteacher, SENCO and colleagues within the statutory frameworks and the Special Educational Needs (SEN) policy and oversee the day-to-day operation of that policy with the aim of identifying needs and raising SEN pupil achievement.

## Key Tasks

- Coordinate the preparation of information of SEN pupils for all staff and support all staff in understanding the needs of SEN pupils. This includes liaising with previous schools the pupils have attended.
- Compile, review and regularly update SEN registers, liaising with teachers and senior leaders.
- Implement, monitor and track progress and inclusion of students on the SEN register via provision maps and data and use the results to guide further improvements.
- Communicate with staff both verbally and written informing them of any changes or updates regarding SEN pupils.
- Identify pupils with specific learning difficulties and test where appropriate using the relevant testing.
- Liaise with the SENCO, senior management, teachers, support staff, parents, external agencies and other schools to ensure that individual pupils SEN needs are met and that the requirements of EHCPs are met.
- Assist the SENCO with preparing the paperwork for annual reviews of children with EHCPs and when necessary to hold reviews.
- Manage referrals to outside agencies including Speech and Language, Children's Services, Educational Psychologist etc.
- Take responsibility, as directed by the SENCo for support, monitoring and development of the Teaching Assistants and INAs in the SENCo's absence.
- Under the direction of the SENCo, organise Teaching Assistant support throughout the school.
- Under the direction of the SENCo, organise 1:1 and small group withdrawals for SEN and statemented pupils.



- Identify pupils to take part in intervention programmes and to monitor the progress and feedback results to the SENCO and senior management.
- Attend meetings to inform staff of provision for SEN pupils and their progress.
- Support transition of pupils into the setting and onto their next school/setting by attending meetings which include pupils, parent/carers and staff from the transferring schools/settings.
- Abide by and work towards all the policies within the school e.g. Health and Safety.

# General Requirements

*Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.*

*Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.*

*Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.*

*STARS Values: Consistently model and promote our STARS values, contributing positively to our culture and reputation.*

*Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.*

# What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

# Our Values

## **SUCCESS**

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

## **TEAMWORK**

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

## **ACHIEVEMENT**

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

## **RESPECT**

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

## **SERVICE**

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.



  
LONDON  
SOUTH EAST  
ACADEMIES  
TRUST

Specification	Desirable	Essential
<p style="text-align: center;"><u>QCF level 2</u> in Maths and English or ability to pass assessment at interview</p>		✓
<p style="text-align: center;">Ability to contribute effectively to teachers' planning and preparation of lessons</p>		✓
<p style="text-align: center;">Ability to contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests</p>		✓
<p style="text-align: center;">Ability to support teachers in evaluating pupils' progress through a range of assessment activities</p>		✓
<p style="text-align: center;">Ability to monitor pupils' responses to learning and modify approach accordingly</p>		✓
<p style="text-align: center;">Ability to contribute to the maintenance and analysis of records of pupils' progress</p>		✓
<p style="text-align: center;">Ability to communicate effectively and sensitively with pupils to support their learning</p>		✓

Specification	Desirable	Essential
Ability to work collaboratively with colleagues as part of the school team		✓
Ability to guide the work of other adults in the learning environment		✓
Ability to liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning		✓
Able to converse at ease with customer and provide advice in accurate spoken English		✓
Ability to recognise and respond effectively to equal opportunities issues as they arise		✓
Knowledge of the Professional Standards for Teaching Assistants		✓
Knowledge of the statutory frameworks and the SEN policy		✓
Specialist knowledge and experience e.g. in behaviour management, pastoral care, special educational needs or individual subject areas		✓

Specification	Desirable	Essential
Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour		✓
Knowledge of the key factors that affect the way pupils learn		✓
Experience of working as a Teaching Assistant or equivalent experience of working with children or young people		✓
Experience of using ICT to advance pupils' learning, and experience of using common ICT tools for own and pupils' benefit		✓
A commitment to the learning of all pupils		✓
A commitment to improving own practice through observation, evaluation and discussion with colleagues		✓
A commitment to the Education Department's Equality of Opportunities policy		✓
Experience of working in a range of educational settings	✓	

## Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	✓
Working with children/vulnerable adults	✓
Moving & handling operations	x
Occupational Driving	x
Lone Working	x
Working at height	x
Shift / night work	x
Working with hazardous substances	x
Using power tools	x
Exposure to noise and /or vibration	x
Food handling	x
Exposure to blood /body fluids	x

# How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

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