

Our Lady of Ransom Catholic Primary School

a member of the Assisi Catholic Trust

SEN Assistant

31.25 hrs per week - 8:30-3:15 with 30 mins for lunch

Point 6 - £13.69 per hour - Actual Salary £18,823

Our Lady of Ransom Catholic Primary School is looking to appoint a dedicated and enthusiastic **SEN Assistant** to join our welcoming primary school community.

This is a rewarding opportunity to support children's learning and development while working closely with our SENDCo and teaching teams.

Role Overview:

- Mornings: Provide administrative support to the SENDCo and inclusion team, assisting with SEN documentation, managing records, coordinating meetings and liaising with parents/outside agencies.
- Afternoons: Work within a phase team to support pupils' learning in the classroom, including those with additional needs.

This role is ideal for someone who is organised, proactive, and passionate about inclusive education.

What we offer:

- A supportive and collaborative staff team
- Opportunities for professional development
- A positive and inclusive school environment
- The chance to make a real difference in children's lives

You will be a practising Catholic or willing to support the strong Catholic ethos of our school.

The Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The appointment is subject to satisfactory references, medical and enhanced DBS checks.

Visits to the school are welcomed and encouraged.

For more details please contact Mrs. Marlow (Assistant Head/Inclusion Lead)
via the school office (01268 785741)

For an application form please visit the school website www.olorcps.net

Closing date: Monday 1st June 2026 (4pm)

Interview date: w/c 8th June 2026

We reserve the right to call for interview and appoint prior to the closing date

Job Description: SEN Assistant

Job Title: SEN Assistant

Reporting to: SENDCo / Phase Leader / Class Teacher

Purpose of the Role

To support pupils' learning and wellbeing, including those with special educational needs and to assist the SENDCo with administrative tasks to ensure effective provision across the school.

Key Responsibilities

Morning Duties - SEND Administration

- Support the SENDCo in maintaining accurate and up-to-date SEN records and documentation
- Liaise with and schedule appointments involving external agencies
- Manage correspondence with parents, external professionals and the Local Authority
- Prepare documentation and paperwork for meetings
- Organise and maintain confidential files in accordance with GDPR requirements
- Coordinate meetings, appointments and communication between staff and external professionals
- Assist in completing pupil assessments and referrals
- Develop and create resources to support staff (e.g. visual timetables, First/Then boards)
- Update tracking systems and monitor pupil progress data

Afternoon Duties - Classroom Support

- Work as part of a phase team to support teaching and learning across classes
- Provide targeted support to individuals or small groups of pupils
- Assist in implementing strategies to support pupils with SEND
- Promote inclusion, independence, and positive behaviour
- Support the teacher with classroom organisation and resources
- Observe and feedback on pupil progress where appropriate

General Responsibilities

- Safeguard and promote the welfare of children
 - Maintain confidentiality at all times
 - Work collaboratively with colleagues and contribute to team meetings
 - Participate in training and professional development
 - Undertake other duties appropriate to the role as required
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Person Specification: SEN Assistant

Essential Criteria

Qualifications & Experience

- GCSEs (or equivalent) in English and Maths

- Experience in an administrative role
- Experience working with children in a school or similar setting

Skills & Knowledge

- Good organisational and administrative skills
- Excellent written and verbal communication skills, with the ability to liaise effectively with parents, staff and external agencies
- High level of accuracy and attention to detail
- Experience of handling confidential and sensitive information in line with GDPR requirements
- Strong interpersonal skills
- Ability to work effectively as part of a team
- Ability to build positive relationships with children
- Basic IT skills (e.g. Microsoft Office, school systems)
- Understanding of SEND processes and procedures (e.g. One Planning, EHCPs, Annual Reviews)
- Ability to lead meetings with parents/carers and outside agencies

Personal Qualities

- Patient, caring, and empathetic
 - Flexible and adaptable approach
 - Professional and reliable
 - Commitment to supporting inclusive education and positive outcomes for pupils with SEND
 - Commitment to safeguarding and equality
 - Enthusiastic and proactive attitude
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Desirable Criteria

- Relevant qualification (e.g. Level 2/3 Teaching Assistant)
- Experience supporting pupils with specific needs (e.g. ASD, ADHD, speech and language)
- Experience of SEN administration or working with SENDCo systems
- Knowledge of safeguarding procedures