Blossom Federation

Daubeney, Sebright and Lauriston

SENDCO Assistant Vacancy

Recruitment Pack



Blossom Federation

Thank you for your interest in the role of SENDCo Assistant for the new Additional Resourced Provision at Sebright Primary School

Unlocking brilliance through creative learning

Sebright is part of the Blossom Federation, which is made up of Daubeney, Sebright & Lauriston Primary Schools, Sebright Children's Centre, and Daubeney Children & Family Hub. Collectively, we serve over 1,200 Hackney children and families and are proud of our provision in supporting their education and development. We want to prepare children for a successful future in the real world. It is our aim to provide our children with a broad and exciting curriculum which gives them the skills, knowledge and learning to be prepared for their life ahead.

Children's early experiences are hugely important in forming a person. We want our children to:

- enjoy and show a curiosity to learn.
- feel safe and secure in an environment which is high quality and well resourced.
- have a high regard for staff and children's mental health and wellbeing.
- reach their potential across the core areas and receive the support they need to achieve well.
- develop a range of skills and have experiences which mean they are confident and ready for the future.
- feel celebrated for their achievements.
- appreciate diversity, difference and have strong global awareness as well as understanding of the school community.

We aim to:

- provide excellent quality teaching experience from committed and enthusiastic staff.
- inspire those we teach through creative, exciting, and memorable learning experiences.
- enable children to reach their full potential in a rich and inclusive learning environment in which they feel secure, valued and encouraged.
- give children a love of learning and the confidence to express themselves.
- instill respect, good manners, empathy and care in our children.
- develop thoughtful and caring children who form their own views and who are proud of their school.
- encourage children to respect and value the rich and diverse communities in our school and the world around them.

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Thank you for your interest in this vacancy.



I hope that you will find this information pack helpful.

If you would like to learn more about our Federation, we would be delighted to answer any questions you may have. Our contact details are in this pack, and we can offer tours of all three school sites so you can meet our children and staff and see first-hand what we do. Our school websites offer much more information about our staff, curriculum and how we work.

Daubeney, Sebright & Lauriston Schools are in the vibrant and diverse community of Hackney, East London with easy transport links into and out of Central London.

Daubeney & Sebright have been in partnership since January 2014 with Lauriston joining us in 2018. We have a joint Governing Board and strong links to our Local Authority. Each school has its own Head of School and Senior Leadership Team who work together with the common aim of giving children the absolute best.

We are looking to recruit staff who wish to further develop their teaching skills and professional talents. We are looking for practitioners who are confident, self-reflective and who have the energy and skill to make the difference that our children deserve.

If you are hardworking, reflective, resilient and looking for a new challenge then we would love to hear from you.

I look forward to meeting you

Robin Warren

Executive Head Teacher



SENDCO Assistant
Sebright Primary School

Required for January 2026

Scale 5 Points 12-15 (£34,359 - £35,892) Term Time Only

This would be a 4-5 day a week role.

The contract will initially be for a fixed term of two terms and may be extended thereafter by mutual agreement.

We have a part-time SENDCo at Sebright. She works with a newly formed Inclusion Leadership Team which includes Deputy Head Teacher. To complement the SENDCo role, we wish to appoint a SENDCo Assistant who will work as part of the Inclusion Team.

The responsibilities in the role will be varied, combining admin, provision and planning across the mainstream SEND areas as well as the new ARP. The successful candidate will assist in coordinating support for students with additional needs, ensuring that all students can access a broad and balanced curriculum. This role will involve working closely with students, staff, parents, and external agencies to ensure effective support and inclusion for all children with special educational needs and disabilities (SEND).

Sebright can offer you:

- a welcoming, friendly and talented staff team with the opportunity to work with an experienced peer teacher.
- a commitment to high standards and a drive for excellence.
- happy, responsive, well-behaved children who enjoy learning.
- excellent professional development opportunities and support in leading outstanding teaching and learning.
- high quality support and CPD
- A nice office!

You will:

- experience of working in SEND in a London School.
- have a commitment to inclusion and all children achieving their best.
- be able to motivate and inspire.
- Have good organisational and communication skills
- Excellent written and spoken English

- be committed to ensuring all children succeed and develop their potential.
- be creative, flexible and passionate about learning.
- be organised and hard working but realistic about balancing work and real life.

We would accept a minimum 4 days per week contract but would consider a full time or other time/date variations dependent on the candidate – this should be made clear in your statement

How to apply

1. Contact Lucie Collins for any informal discussions
2. Read the job description and person specification carefully.
3. Complete the application form either electronically or print it off and hand write it.
4. Ensure your supporting statement relates to the competencies outlined in the person specification.
5. **or send by post to Shahidul Alom at:**
   Recruitment c/o Sebright Primary School, Audrey Street, Goldsmiths Row London N2 8QH.

Closing Date: **Friday 20th November**
Interviews: **Tuesday 24th November**

Our schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Successful candidates will be required to complete an enhanced DBS disclosure.

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Daubeney, Sebright and Lauriston

Job Description

SENDCO Assistant

Job Title: SENDCO Assistant

Location: Sebright Primary School

Reports to: Senior Leadership Team and SENDCO

Job Overview:

We are seeking a dedicated and compassionate Primary SENDCO Assistant to support the Special Educational Needs and Disabilities Coordinator (SENDCO) in the management and delivery of high-quality SEND provision across the school. The successful candidate will assist in coordinating support for students with additional needs, ensuring that all students can access a broad and balanced curriculum. This role will involve working closely with students, staff, parents, and external agencies to ensure effective support and inclusion for all children with special educational needs and disabilities (SEND).

Key Responsibilities:

1. **Supporting SEND Provision:**
    - Assist the SENDCO in identifying and assessing students with SEND, supporting the creation of individual learning plans (ILPs) and provision maps.
    - To be the first point of contact for the SENDCO regarding a range of administrative and communication activities and to ensure delivery of a first class office.
    - To provide administrative support for the Inclusion Team.
    - Support in the implementation of personalized learning strategies to cater to the diverse needs of students with SEND.
    - Work with teachers and LSA's to provide additional support for students with SEND in the classroom, ensuring effective differentiation and inclusion.
    - Contribute to the development and delivery of interventions for students with SEND, tracking their progress and making adjustments as needed.

2. **Overseeing Medical Needs:**
    - Assist the Inclusion Leadership Team in ensuring children with medical needs) have up-to-date health care plans, working closely with the school nurse, parents, and other medical professionals.
    - Organize and/or deliver training for staff on supporting students with medical conditions, including the use of medical equipment (e.g., epinephrine auto-injectors), recognizing symptoms of medical emergencies, and ensuring safe practices in the school environment.
    - Maintain accurate records of children's medical needs, ensuring that the information is easily accessible to relevant staff and updated regularly.
    - Liaise with parents, guardians, and external healthcare professionals to ensure that needs are met and that any required treatments or interventions are clearly understood by the school.
    - With the Inclusion Leadership Team, undertake risk assessments to ensure they can participate safely in all school activities

3. **Individual and Group Support:**
    - Provide one-to-one or small group support to students with SEND, helping them to access learning and develop skills across the curriculum.
    - Foster a positive and inclusive learning environment where students with SEND feel supported and encouraged to succeed.
    - Help with the preparation of resources and activities tailored to the individual needs of students with SEND.

4. **Collaboration and Communication:**
    - Work closely with the SENDCO, class teachers, and other support staff to ensure that the needs of students with SEND are effectively met.
    - Communicate regularly with parents and carers to provide updates on students' progress and to support home-school collaboration.
    - Attend and contribute to meetings with external agencies, including speech and language therapists, educational psychologists, and other specialists, as required.

5. **Support for the School**
    - Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
    - Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
    - Support the school office with phone calls, absence calls home and working with parents
    - Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.
    - Attend and participate in regular meetings.
    - Participate in training and other learning activities as required.

- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Supervise pupils on visits, trips and out of school activities as required.
- Deal with front line enquiries from staff, students, parents and other agencies.
- Provide refreshments for visitors as appropriate.
- Assist with timetables as required.
- Process tasks and CPD correspondence such as booking training.
- Maintain the school databases and recording systems relating to SEND, ensuring that records are up to date, accurate, secure and they comply with the requirements of the data protection act. This will include the filing and updating manually held systems and the input of data into the computer system.
- Carryout word-processing, photocopying and filing for the SENDCO.
- Participate in training, other learning activities and performance development as required.
- To carry out any other reasonable task as directed by the Executive Head Teacher.

6. **Record-Keeping and Reporting:**
   - Maintain accurate and up-to-date records of interventions, progress reports, and other relevant documentation for students with SEND.
   - Assist the SENDCO in the preparation of reports and documentation for meetings, assessments, and reviews.
   - Support with the completion of SEND paperwork, including Education, Health, and Care Plans (EHCPs) and Individual Education Plans (IEPs).

7. **Training and Professional Development:**
   - Participate in relevant training and development opportunities to enhance understanding of SEND, interventions, and best practices.
   - Assist in delivering training to staff, as required, on strategies for supporting students with SEND.

8. **Safeguarding and Welfare:**
   - Ensure the well-being of all students, following school policies and safeguarding procedures.
   - Help create a safe, inclusive, and respectful environment for students with SEND.



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Person Specification

Essential Criteria:

Key Skills and Qualifications:

Essential:

- **Experience working with children** in an educational or support setting, particularly those with special educational needs and disabilities.
- **Knowledge of SEND** and an understanding of a range of learning difficulties and disabilities.
- **Strong communication and interpersonal skills**, with the ability to work effectively with students, parents, staff, and external professionals.
- **Patience, empathy, and commitment** to supporting the academic and social development of students with SEND.
- **Good organizational skills**, with the ability to maintain accurate records and manage multiple tasks effectively.
- **Team player**, able to collaborate and contribute to a positive working environment.
- A commitment to ongoing **professional development** and learning.

Desirable:

- **Relevant qualifications** in Special Educational Needs, Education, or Child Development (e.g., Level 2 or Level 3 Teaching Assistant qualification, SEND-related CPD).
- Experience using **assistive technologies** or other resources to support students with SEND.
- Experience working with external agencies or in a multi-disciplinary setting.
- Knowledge of **local authority SEND services** and procedures.

Personal Attributes:

- **Adaptable and flexible** with a proactive approach to problem-solving.

- **Positive and supportive** 'can do' attitude, fostering an inclusive atmosphere.
- A strong commitment to promoting the inclusion and welfare of students with SEND.
- **Confidentiality and professionalism** in dealing with sensitive information.
- **Creative and resourceful**, able to develop tailored learning strategies and activities.

Safeguarding Commitment:

- The successful candidate will be required to undergo an **enhanced DBS check** and demonstrate a commitment to safeguarding and promoting the welfare of children. They will actively contribute to ensuring a safe, supportive, and inclusive environment for all students.



We look forward to working with you