



Assistant SENCO & Family Support Worker Job Description

Responsible to: Federation SENCO

Hours: 30 hours per week

Contract Term: Permanent

Number of weeks: 39 weeks Holidays to be taken out of term time.

Salary: SC Grade 4 SCP 10 -13. Starting salary £27,694 FTE (actual £19,400)

Benefits: Pension Scheme (Local Government Pension Scheme)

Location: Based at Ladysmith Infant and Nursery School, Exeter

The following is an outline of the range of duties that can be expected of our Assistant SENCO and Family Support Worker. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and the children, which do not change the general character of the job or the level of responsibility entailed.

Purpose of the job

To provide integrated support for vulnerable pupils and their families, working across both the SEND and pastoral teams. The role combines in-class and out-of-class support, family liaison, safeguarding, and multi-agency coordination to improve outcomes for children with additional needs.

Key Responsibilities

Pupil Support (SEND & Pastoral)

- Deliver small group and 1:1 interventions to support social, emotional, and mental health needs.
- Monitor and record progress against individual targets and EHCP outcomes.
- Support pupils on reduced timetables or with complex needs, including transitions.
- Promote self-esteem, independence, and resilience in pupils.
- Assist with the implementation of behaviour and co-regulation plans.
- Lead or contribute to SEND TAF meetings and follow up any actions.

Family Support

- Build trusting relationships with families to support engagement with school.
- Meet and greet parents at the start/end of the day and be a visible point of contact.
- Provide emotional support and signposting to services (e.g. Early Help, CAMHS, parenting programs).
- Lead or contribute to DAF/TAF meetings and Early Help assessments.
- Support families through transitions (e.g. in-year admissions, secondary transfer).
- Run parent workshops, coffee mornings, and information sessions.

Multi-Agency Working

- Liaise with external professionals (e.g. EPs, social workers, health visitors) to coordinate support.
- Attend and contribute to meetings (e.g. EHCP reviews, Early Help, CIN, CP).
- Support the SENCO in preparing referrals and documentation for external agencies.

Safeguarding and Attendance

- Actively contribute to the safeguarding team and follow all child protection procedures.
- Monitor attendance and work with families to reduce persistent absence.
- Use systems such as CPOMS to record and track concerns and interventions.

SEND Department Support

- Work with the SENCO to maintain accurate records of pupils on the SEND register.
- Support class teachers and TAs with inclusive classroom strategies.
- Assist in the preparation of EHCP applications and reviews.
- Provide clerical and administrative support to the SENCO as needed.

Other

- Any other duties required by the SENCO, Deputy Headteacher, or the Headteacher, which are in the scope of the post.
- Undertake relevant training.
- At all times carry out duties with due regard to the school's Health and Safety policy.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies.

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the academy and pupils at the time.

Although the post is based in the academy stated above, there may be occasions when you are asked to attend events at other locations throughout the Exeter, or in one of our other academies, subject to notification and acceptance by the post holder. Travel is paid if this is required.

Acceptance of this Job Description

On behalf of St Christopher's C of E (Primary) Trust:	On behalf of the Employee:
Signed:	Signed:
Printed Name:	Printed Name:
Position:	Position:
Date:	Date: