



Stockport School

Job Description

Specialist SEND Officer (non-Teaching Assistant SENCO)

Salary: Scale 6, Points 18-22

Hours: 37 hours per week, Term time, plus 5 days only

8.20am – 4.20pm (Monday–Wednesday)

8.20am – 5.00pm (Thursday)

8.20am – 3.10pm (Friday)

(30-minute unpaid break each day)

(With opportunity for additional paid overtime to supervise interventions, student enrichment clubs, lunch duties, and student work at lunchtime and after school where appropriate).

Post reports to: Director of SEN (SENCO) or SLT Line Manager

Job Purpose:

In support of the SENCO, to provide effective leadership support regarding the following:

- To provide highly effective and strategic leadership of the SEND department and SEND provision across the school.
- To monitor, support and have accountability for the overall progress and development of SEND students as a leader and manager across the school.
- To contribute to school strategic and development planning and to lead whole school developments in the area of Inclusion and SEND.
- To be a role model, mentor and coach to staff across the school.
- To develop and enhance the teaching practice of others - supporting SEND.
- To support the ethos of the school.

Main Purposes of Role:

In support of the SENCO, to provide effective leadership support regarding the following:

- Working in conjunction and in support of the SENCO, to co-ordinate, develop and evaluate SEND Policy and Practice across the school.
- To manage the work of other SEND post holders as directed by the SENCO, to develop the Alternative Curriculum and in-class support provision.
- To support departments and Year teams in developing and maintaining a high standard of learning support in all settings.
- To support and develop strong working relationships with outside agencies and SMBC SEND support provisions.
- In support of the SENCO, to oversee the development of alternative and additional learning opportunities for a range of student groups including those experiencing difficulties in accessing mainstream learning and teaching, EHCP students on the SEND register and other vulnerable groups and those with records of poor behaviour and attendance.
- In support of the SENCO, to assist in leading and managing the support for SEND students requiring examination access arrangements via the SEND team in liaison with Subject areas, the SLT and the Examinations Officer.

Key Accountabilities:

In support of the SENCO, to provide effective leadership support regarding the following:

- To maintain the SEND Register.
- To maintain, update and oversee records of SEND support and progress.
- To set up systems for identifying, assessing and reviewing SEND.
- To collect, interpret and make use of assessment data.
- To develop, manage, monitor and evaluate appropriate support programmes.



POSITIVITY

RESPECT

OPPORTUNITY

UNITY

DETERMINATION





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- To monitor teaching and learning activities to meet the needs of students with SEND.
- To provide intervention to students with SEND according to support programmes.
- To ensure all staff are kept informed of student needs and support programmes.
- To engage with a range of external agencies including health, education welfare, social services and to maintain links to these local specialists who can provide in-depth practical help and support where necessary.
- To pursue personal and professional development opportunities to meet the changing demands of the job.
- To organise appropriate training activities and to encourage and support staff in their development and training.
- To assist the SENCO in preparing, implementing and updating the School Development Plan in relation to all aspects of SEND.

Specific Leadership and Management Responsibilities:

- To assist the SENCO in organising, managing and monitoring SEND support teachers for students with SEND.
- To assist the SENCO in organising, managing and monitoring Learning Support Assistants as appropriate for students with EHCP's.
- To assist the SENCO to ensure IEPs are in place and to monitor their implementation and review.
- To assist the SENCO in advising departments on ways to develop suitable resources and strategies for teaching students with special needs.
- To assist the SENCO in regularly disseminating good practice in SEND across the school.
- To assist the SENCO in liaising with external support services as appropriate, including:
 - Local Education Authority re: Special Needs and Secondary Transfer
 - Educational Psychological Services
 - CAMHS
 - School Medical/Nursing Service
 - Paediatric Physiotherapy Service Social Services
 - Occupational Therapy Service
 - Speech and Language Service
 - National Careers Service
- To liaise effectively with the Pastoral, Attendance, and Senior Leadership teams.
- To participate in a range of meetings and reviews with colleagues, parents or carers and outside agencies.

Other Management Roles:

- To participate in and support Appraisal/Performance Management arrangements.
- To assist the SENCO in the use of analysis and evaluation of SEND performance data. To help to produce reports within the quality assurance cycle.
- To assist the SENCO in the production of reports on SEND examination performance, including the use of value-added data.
- To attend regular meetings with your Line Manager.

Additional Duties:

- To play a full part in the life of the school community, to support its ethos and encourage staff and students to follow this example.

Health and Safety

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal/Performance Management process - evaluating and improving own practice.





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Other Professional Responsibilities

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher or line manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Job description agreed correct by:

Post Holder:

Signed:

Date

Headteacher:

Signed:

Date

Date: November 2025

