# Job Title: Assistant SENCO

**Location**: The Haven School

**Salary**: Dependent on experience £23 000-£28 000

**Required for Summer term 25**

**Contract Type**: Full-Time, Term Time Only

Reports To: SENCo

**The Haven Schoo**l is an independent special school for young people who have an EHCP for social, emotional and mental health difficulties.  This is a small school for 50 pupils aged between 11 and 19 who require a therapeutically informed environment in which to access their education.

 Our pupils may have attachment difficulties linked to childhood and ongoing trauma, and there may also be a diagnosis of ADHD or ASC. Our timetable provides for flexible learning programmes which prioritise health, social and emotional development alongside academic achievement within a creative and challenging curriculum.

Our staff are trained and experienced in developing a safe and respectful environment for learning. We encourage an atmosphere of mutual respect where pupils work hard, make progress and achieve their potential as a result of having their individual needs assessed and catered for. Our staff group is welcoming and supportive and our school is a happy one.

Accredited qualifications available include a range of GCSEs, BTECs and functional skills.  We put great emphasis on academic achievement and are very proud that all our pupils sit these exams and achieve impressive results.

## Job Purpose:

We are seeking a committed, empathetic, and proactive Assistant SENCo to support the coordination and delivery of high-quality SEN provision across our specialist setting. This role is pivotal in ensuring that all pupils with additional needs receive the tailored support they require to thrive academically, socially, and emotionally. Working closely with the SENCo, teaching staff, and external professionals, the Assistant SENCo will help implement and monitor effective strategies that promote inclusion and progress for all learners.

## Key Responsibilities:

* Support the SENCo in identifying, assessing, and reviewing the needs of pupils with SEND.
* Assist the SENCo in gathering information for annual reviews and keeping pupil learning profiles up to date.
* Support the Exams Officer by gathering relevant information in a timely manner to apply for access arrangements.
* Support the transition of pupils into, within, and out of the school, ensuring continuity of support.
* Work collaboratively with teaching and support staff to ensure appropriate differentiation and scaffolding in lessons.
* Liaise with parents, carers, and external agencies to ensure a joined-up approach to supporting pupils.
* Contribute to staff training and professional development in areas related to SEND.
* Maintain accurate and up-to-date records in line with statutory requirements and school policies.
* Promote a culture of inclusion, respect, and high expectations for all pupils.

## Essential Skills & Attributes:

* Experience working with children and young people with SEN, particularly SEMH.
* Understanding of the SEND Code of Practice and relevant legislation.
* Excellent communication and interpersonal skills to engage with pupils, families, and professionals.
* Ability to work collaboratively as part of a multidisciplinary team.
* Organised, reflective, and able to manage multiple priorities effectively.
* A commitment to safeguarding and promoting the welfare of children and young people.

## Desirable:

* Previous experience in a SENCo or Assistant SENCO role.
* Knowledge of trauma-informed practice and restorative approaches.
* Experience in using assessment tools and tracking systems for SEN.
* Experience of delivering small group/1:1 intervention programs.

**The Haven School safer recruitment procedure**

The Haven School is committed to safeguarding and promoting the welfare of all students.

**Disclosure**

Level of disclosure required: **ENHANCED**

This post is classified as having substantial access to children and so is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Shortlisted applicants will be sent a form to complete and required to declare:

* All unspent convictions and conditional cautions.
* All spent convictions and adult cautions that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled ‘Exceptions Order’).

If you are shortlisted to attend for interview you will be asked to complete a confidential Criminal Records Declaration Form. The information disclosed on the form will not be kept with your application form during the application process. The information will only be seen by those who need to see it as part of the recruitment process.

It is important that applicants understand that deliberate attempts to conceal the information requested in the confidential form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from **Criminal Record Support Service.**

All applicants who are offered employment will be subject to a criminal record check, and a check will be made with the Disclosure and Barring Service (DBS) before the appointment is confirmed.

**Any information will be treated with the strictest confidence, and you will only be prevented from obtaining employment if it is considered that you have a criminal record that makes you unsuitable for the post in question.**

## **Data protection statement**

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process.

Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. All processing of personal data by the school is undertaken in accordance with the principles of the General Data Protection Regulation 2016.

Please call and come and visit and see our school for yourself 01785 450261

Completed applications should be sent to [admin@thehavenschool.com](mailto:admin@thehavenschool.com)

Closing date: Monday 7th July

Interview date: Week beginning the 14th July