



Blanchelande College

SENCO ASSISTANT APPLICATION PROCESS

Closing date for applications is **5pm Friday 28th November 2025**.

Applications should be sent to:

Mrs Alexa Yeoman, Principal:

Email recruitment@blanchelande.sch.gg

Applications for this post should consist of:

- A letter of application stating how you believe you meet the criteria for this role.
- A completed application form.
- *Optional*: an up-to-date copy of your C.V.

We will assume that you are happy for us to take up references straight away, unless you state otherwise on your application form.

You may be asked for further information following shortlisting. You will be asked to provide proof of identity. Original qualification certificates may also be required at this stage (and certainly prior to confirmation of appointment).

After short listing, the selection process will then normally include:

- A tour of the College.
- Interview, including Safeguarding, with the Principal, Governor and Head of Learning Support.

The Contract

The position of SENCO Assistant is part time (term time including 5 INSET days), and remuneration will be in line with the States of Guernsey pay scale and will reflect the qualifications and experience of the successful candidate.

All Blanchelande staff are admitted to the contributory Guernsey Civil Service Pension Scheme.

Blanchelande College is committed to safeguarding and promoting the welfare of young people. The successful candidate will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check.

If you have any further questions or need any clarification, please contact the Principal's P.A., Mrs Tracy Feehan.

Tel 01481 237200 Email feehant@blanchelande.sch.gg



Blanchelande College

SENCO ASSISTANT Part time, term time only

For April 2026 (negotiable)

Job description

Job title: SENCO Assistant

Reports to: Head of Learning Support

Purpose of the role

The position of SENCO Assistant requires a vocational commitment to enabling children with particular learning support needs, and is an important role within the academic and pastoral provision of the College. The postholder will provide support that will improve literacy, numeracy, study skills and confidence in accessing the academic curriculum – enabling students to become the best they can possibly be. Under the direction of the Head of Learning Support, the SENCO Assistant will support teachers by enriching the pupils' educational experience, adhering to legal and statutory requirements and school policies and procedures, and bring imagination, dedication, energy, initiative and flexibility to the role.

Remuneration

The salary will be paid in accordance with the States of Guernsey pay scale, commensurate with qualifications and experience.

Key responsibilities

- Assist the Head of Learning Support in leading provision and interventions for students with SEN throughout the School.
- To be proficient in SEN support for literacy (English) and numeracy (Mathematics) skills at primary and secondary level.
- Plan and deliver tailored one-to-one and small group SEN support, as directed by the Head of Learning Support.
- Work with Heads of Department and teachers to ensure consistency of support, advise on strategies and monitor progress of SEN students within curriculum areas.
- Provide SEN pupils with the study skills needed to work more independently.
- Set targets for raising individual student achievement, while monitoring and regularly reflecting on changing needs of pupils in lessons.
- Provide support during examinations as directed by the Head of Learning Support, Director of Studies and Academic Administrator (Exams Officer).
- Keep comprehensive documentation of all communications including notes on the SEN Register.



- Write Individual Education Plans (IEPS/MEAPs/Learning Maps) with targets for each pupil twice a year.
- Write and collate information to support exam concessions applications as required by the Head of LS.
- Adapt to different teaching spaces and locations within the school.
- To advise the Head of Learning Support on additional resources or teaching materials which may be required.
- To meet, at least weekly, with the Head of Learning Support to discuss individual pupil progress and any challenges which may have arisen.
- When not working directly with pupils, assist with other tasks (e.g. preparing work, monitoring teaching equipment and materials, assisting with admin tasks, supervision, etc.).
- Temporarily conduct lessons (if required, for instance if the teacher is called away) according to the agreed policy and syllabus and, when necessary, support the children in a range of situations on and off site.
- Maintain discipline in accordance with school policies at all times and to encourage positive practice in relation to general behaviour and approach to school life.
- Maintain cordial and professional relationships with parents.

OTHER DUTIES

- Provide LSA in-class support, in cases of LSA absence, and to assist with other cover needs in the Primary or Senior schools, as required.
- To work one 35-minute lunch duty each day.
- Safeguard pupils at all times, in accordance with the Safeguarding and Child Protection policy.
- Read and adhere to all school policies and procedures as laid out in the Staff Handbook, as well as applicable legal and regulatory codes of practice.
- Attend Staff Meetings, and INSET, as required and to be proactive in updating training and qualifications.
- Support the pupils and school as a whole, by attending school productions, functions, PTFA events and other occasions, as requested.
- Assist with communication, for instance informing parents and pupils of school notices and special events, using the appropriate channels.
- Carry out tasks as delegated by the Principal or SLT.
- Be fully supportive of the Catholic identity, ethos and mission of Blanchelande College, participating in the school's religious life (e.g. attendance at Mass, collective worship), as required.

Flexibility



Blanchelande College

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal.

The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

For completion upon offer:

I hereby confirm acceptance of the above:

Name:

Signed:

Date: