

# JOB DESCRIPTION

<b>Position Title:</b>	<b>SEND Support Officer</b>		
<b>Reports to:</b>	<b>SENDCo</b>	<b>Cost Centre:</b>	
<b>Department:</b>	<b>Supporting Learning</b>	<b>Job Code:</b>	<b>Term time</b>
<b>Location:</b>	<b>St Benedict's Catholic High School</b>	<b>Evaluated Grade:</b>	

## 1. JOB PURPOSE:

To support the provision of SEND (Special Educational Needs and Disabilities), including the allocation of support time and the writing of the associated SEND paperwork.

To support the SENDCo (Special Educational Needs and Disabilities Coordinator) in the deployment of Teaching Assistants and support staff in the department.

To liaise with relevant outside agencies to ensure that individual pupil needs (SEND) are met effectively and that the requirements of Education, Health and Care Plans (EHCPs) are met fully.

## 2. ACCOUNTABILITIES:

### Organisation

- To ensure that accurate and detailed records of meetings and discussions with parents and outside agencies are kept and stored for GDPR compliance.
- To ensure that staff are kept informed of pupils' SEND and advise on areas to develop.
- To work with the SENDCo and other staff to ensure that all SEND Pupil Profiles, Passports and Plans are used to set subject specific targets and match work well to pupils' needs.
- To use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
- With the support of the SENDCo, provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- To work with the SENDCo to promote an inclusive curriculum.
- To liaise with and inform parents/ carers about the specifics of the SEND provision for their child under the direction of the SENDCo.
- To monitor the progress of students with SEND and advise the SENDCo as appropriate.
- To support meetings of SEND staff, communicate information to staff and co-ordinate resulting action.
- To offer advice and support to teaching staff in providing a quality first teaching approach, under the direction of the SENDCo.

### Administration

- To support the process of access arrangements in liaison with the SENDCo.
- To maintain and be aware at all times of the SEND Register and profile sheets.
- To update pupil records as appropriate and assist the SENDCo with more complex paperwork as and when necessary.
- To attend meetings as directed by the SENDCo.
- To undertake typing and word-processing and other IT based tasks.
- To take accurate notes of meetings and communications with parents, staff and other agencies with regard to SEND.

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## Resources

- Operate relevant equipment/ICT packages (e.g. SIMS, word, excel, databases, spreadsheets, Internet).
- Provide general advice and guidance to staff, pupils and others specifically in relation to SEND.

## General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Occasional attendance at meetings outside normal hours.

## Development

- Take responsibility for own ongoing personal development and growth of expertise.
- Participate in training and other learning activities and performance development as required.
- Train and develop other employees, for proper succession planning and risk management.
- Other duties and responsibilities as requested by the Headteacher.

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## 3. QUALIFICATIONS, EXPERIENCE, & SKILLS:

### Qualifications:

#### Essential

- NVQ 4 or equivalent qualification or experience in relevant discipline
- 5+ GCSEs including English and Maths at Grade C/ 4 or above

#### Preferred

- Degree in Youth Work/ Social Work/ Education
- Evidence of further training in school-based support
- Level 2 Safeguarding qualification

### Previous Experience:

#### Essential

- Previous experience of working with young people in a school environment or similar
- At least 2 years' experience in planning and delivering specific and individual interventions

#### Preferred

- Working knowledge of relevant policies/codes of practice and awareness of relevant legislation

### Job Specific Skills:

#### Essential

- Good numeracy/literacy skills
- Excellent verbal and written communication skills
- Effective use of ICT packages including SIMS
- Use of relevant equipment/ resources
- Ability to relate well to children and adults
- Ability to manage own workload
- Ability to analyse data to produce reports and to inform decisions
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to identify own training and development needs and cooperate with means to address

#### Preferred

- Participate in training and development opportunities

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## 4. JOB DIMENSIONS:

### Managerial & Supervisory Accountability

- None

### Financial Accountability

- None

### Additional Work Context Information

- None

Number of Staff Supervised:	Direct Reports:	0	Indirect Reports:	0
	Total:	0		

## 5. APPROVALS:

LINE MANAGER		Name	
Signature		Date	
HEAD OF SCHOOL		Name	
Signature		Date	
EMPLOYEE			
Signature		Date	