

## JOB DESCRIPTION AND PERSON SPECIFICATION

<p><b>Job Title:</b> SEN Support Officer (SENSO) (Primary)</p>	<p><b>Grade:</b> F (points 14-19)</p>
<p><b>Job Family:</b> Educational Support</p>	
<p><b>Overall Purpose of Job:</b></p> <p>As the SEN Support Officer, you will provide administrative support for the SENCO and ensure tracking and delivery of interventions to improve pupil progress across the Academy. You will deliver bespoke intervention packages to primary aged pupils with SEND designed to remove barriers to learning.</p>	
<p><b>Main Responsibilities include:</b></p> <ol style="list-style-type: none"> <li>1. You will work cooperatively with teaching and support staff to ensure integrated support across the academy for pupils with SEND.</li> <li>2. You will work cooperatively and collaboratively with the Designated Safeguarding Lead and inclusion team.</li> <li>3. You will be responsible for the organisation and delivery of intervention packages for pupils identified by the SENCO.</li> <li>4. You will help deliver targeted interventions to small groups or one to one as directed by the SENCO.</li> <li>5. You will be familiar and up to date with policy and practice relating to SEND including at trust, local and national level.</li> <li>6. You will provide admin support to the SENCO and ensure paperwork associated with the CoP is completed.</li> <li>7. You will collate and prepare information from a variety of sources and for a range of purposes e.g., annual reviews, specialist teacher visits and assessments, external agency referrals.</li> <li>8. You will liaise with and provide a point of contact for parents and external agencies to ensure the need of identified pupils are met.</li> <li>9. You will monitor the progress, behaviour and attendance of pupils with SEND and use rewards to recognise positive outcomes e.g., phone call home, postcards, dojos, stickers.</li> <li>10. You will use IT systems and databases effectively to deliver administrative tasks.</li> <li>11. You will manage the process of annual reviews /EHC plans by organising dates, managing the invitation process and coordinating the completion of the necessary paperwork.</li> <li>12. You will ensure that the SEND register is up to date and shared with all relevant staff.</li> <li>13. You will provide the SENCO with admin support for the completion and quality assurance of graduated responses/one-page profiles/relational support plans and risk assessments and ensure they are shared with all relevant staff and parents.</li> <li>14. You will support the SENCO and teachers with the completion and analysis of the SEND Assessment/Sensory Profiles/ Thrive data etc.</li> <li>15. You will maintain pupil filing, including setting up new files and ensure documents are saved in the agreed location e.g. Teams/Y Drive.</li> <li>16. You will monitor personalised provision and interventions to ensure these are purposeful, consistent and match the intended outcomes on graduated responses.</li> <li>17. You will manage the SENCO's diary as appropriate, organising meetings, taking and circulating minutes.</li> <li>18. You will ensure personal and sensitive data is managed appropriately and in accordance with the Trust data protection and data retention policies, escalating any concerns to the Data Protection Lead (DPL) in the academy.</li> <li>19. You will update the SEN records of pupils who have Special Educational Needs, including maintenance and updating on Bromcom.</li> <li>20. You will support the SENCO with Provision Mapping.</li> <li>21. You will liaise with outside agencies, attend meetings, produce Medical Care Plans for pupils with medical needs.</li> </ol>	

22. You will support teaching staff in their understanding of SEND and intervention data.
23. You will support all staff in their compliance with SEND procedures and protocols.
24. You will promote and safeguard the welfare of children and young people that you come into contact with.
25. You will appreciate and support the role of other professionals.
26. You will attend and participate in relevant meetings as required.
27. You will participate in training and other learning activities and performance development as required.
28. You will assist with pupil needs as appropriate during the academy day.
29. In liaison with the pupil, their parent/carer and where appropriate relevant staff and healthcare professionals, you will create individual health care plans for pupils.
30. You will support with strategies, including reintegration, aimed at ensuring long term absences due to health problems do not affect pupil's general wellbeing, emotional health and educational attainment.
31. You will monitor health care plans and review them at least annually.
32. You will provide advice on appropriate training to support pupils with medical conditions.
33. You will liaise with the local authority and public health teams to maintain up to date policy and guidance concerning medical conditions, vaccinations, etc.

### **General**

34. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
35. You will participate in training and other learning activities and performance development as required.
36. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
37. You will ensure strict confidentiality in all areas of work.
38. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
39. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
40. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
41. You will always comply with the Trust's policies and procedures.
42. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **KNOWLEDGE, SKILLS & EXPERIENCE**

#### **Essential**

- GCSE Grade C/4 or above, or equivalent, in English and Maths (C)
- Equivalent practical work experience in a similar environment (A/I)
- Willingness and ability to obtain and/or enhance qualifications and training for development in the post (A/I)
- Proven ability to communicate and work effectively, confidently and respectfully with colleagues whilst maintaining confidentiality (A/I/R)
- Excellent communication skills (both verbal and written) (A/I)
- Highly organised and self-motivated with the ability to manage time to ensure deadlines are achieved (A/I)
- Strong ICT skills to produce quality reports and documents with the ability to create and manage simple databases (A/I/R)
- Proven knowledge of SEN provision within an education setting (A/I)
- High level of accuracy in all aspects of the role with the ability to prioritise (A/I/R)
- Able to work under pressure (A/I)
- Able to develop strong and effective working relationships with colleagues both within the academy, Trust and with external partners (A/I/R)

- Able to work independently and be a team player (A/I/R)
- Able to recognise when to take initiative and when to check and confirm actions (A/I)
- Diplomacy and discretion with the ability to appropriately manage confidential information (A/I/R)
- Proven ability to work as a team to achieve goals through effective cooperation (A/I)
- Able to travel independently across the Trust on occasion (expenses reimbursed in accordance with the Trust Travel & Subsistence Policy) (A/I)

**Desirable**

- Designated Safeguarding Lead training (A/C)
- Proven experience working within a partnership context, including coordinating collaborative activities and plans (A/I)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

**BEHAVIOURS**

- Proactive
- Organised
- Effective
- Team Player
- Emotionally intelligent
- Flexible
- Motivational
- Positive
- Engaging
- Clear communicator
- Reliable
- Trustworthy

**CONTACTS AND RELATIONSHIPS**

**Managers** - in daily contact with the Head of Academy, senior leaders and teachers within the academy.

**Support Staff** – in daily contact with support staff who are involved in administration, classroom support, finance, site supervision and health and safety.

**Trust Staff** – in regular contact with Trust staff within the wider Education, SEN and Inclusion teams.

**External** – in regular contact with parents/carers, external agency professionals, and other government and local authority staff, as required.

**Note:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.