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**JOB DESCRIPTION**

**SEND and PLC Provision Co-ordinator**

**Job Description for:** SEND and PLC Provision Co-ordinator

**Salary Level:** Grade 5

**Responsible To:** Director of SEND

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

**Base School:** Finham Park School

**Job Purpose**

To support the work of the Director of SEND and Deputy SENDCO to ensure that students with SEND are supported to reach their full potential, raising standards of student attainment and achievement.

To support the Director of SEND and Deputy SENDCO in ensuring that those experiencing social and emotional difficulties are nurtured and supported to enable them to be fully integrated into school life.

To support the Director of SEND and Deputy SENDCO to co-ordinate the daily operational duties of the PLC team during structured and unstructured times of the day.

To deliver and co-ordinate PLC staff in the delivery of teaching activities and social, emotional and mental health interventions to individuals or groups of children/young people within the PLC, and use appropriate skills to undertake those activities necessary to meet the needs of individuals and groups of children/young people, including those pupils with SEND.

**Duties and Responsibilities**

Under the supervision of the Director of SEND and Deputy SENDCO:

* Co-ordinate the daily operational duties of the PLC team during structured and unstructured times of the day.
* Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
* Line manage members of the PLC team and take a lead in arranging training and support for staff within the PLC, as required.
* Train PLC staff to deliver specific interventions and support them to deliver interventions and evaluate outcomes.
* Take a lead role in ensuring that students who require access arrangements are supported appropriately and that evidence of need and provision is collated accordingly, to support the application process.
* Assist the Director of SEND/Deputy SENDCO in allocating readers, scribes for internal assessments and external exams.
* Respond appropriately to students in crisis; managing a bespoke approach to daily attendance, as required, and liaise with EWO and College staff to support bespoke attendance plans, helping to maintain close parental contact, to improve student engagement and attendance.
* Monitor individual pupils’ progress, achievements, problems, condition and development needs reporting to the Director of SEND and Deputy SENDCO, as appropriate.
* Attend meetings with parent/carers and outside agency professionals, contribute to Annual Reviews and implement strategies to improve outcomes for students with SEND.
* Liaise with and assist the Deputy SENDCO in deploying external agency staff, such as specialist teachers.
* Monitor individual pupils’ progress, achievements, problems, conditions and development needs reporting to/liaising with the Director of SEND and Deputy SENDCO as appropriate.
* Access resources and attend any relevant or refresher training courses relating to SEND and other areas of responsibilities.
* Support the Director of SEND/Deputy SENDCO with the transition of students from Year 6 to Year 7 and Year 11 to 12, as required.
* Assist Deputy SENDCO in maintaining up-to-date Pupil Passports and gathering student voice to inform support.
* Contribute to planning meetings with outside agencies; EPS, CCT, SEMHL Specialist Teachers
* Meet with teachers, offering advice about individual student’s needs.
* Respond to the day-to-day individual needs of students with SEND, maintaining close relationships with key students and parents.
* Assist the Director of SEND and Deputy SENDCO in supporting volunteer helpers, trainees and supply staff in the PLC.
* Maintain student records and ensure secure storage of information.

**In addition:**

* Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils.
* Assist with the identification and monitoring of children's general health and welfare.
* Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Support and contribute to the overall ethos/work/aims of the school.
* Assist with group activities within and away from the classroom/school, such as educational visits.
* Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
* Attend and participate in relevant meetings as required.
* Assist with the administering of medicines under the direction of the appropriate medical staff.
* Any other duties and responsibilities within the range of the salary grade.

On appointment or review, the post-holder should sign below to indicate acceptance of, and agreement with, this job description.

Signed: ………………………………………

Print Name: ………………………………………

Date: ………………………………………