EAST COAST COLLEGE

Job Description

Job Title:	**SEND Officer**
Reports to:	**SEND Manager**
Terms of Employment:	**Support**
Salary Banding:	**H**

Purpose of Role:

The post holder will work together with young people, college staff, schools, colleges and universities, local authorities, parents & carers, health professionals and other external agencies to enable students with EHCPs (Education, Health and Care Plans) or in receipt of DSA (Disabled Students' Allowance) to inclusively access the learning in their study programmes. The post holder will also be aware of legal compliance from the key SEND legislation governing the college.

1. Main Duties

1.1 Work together with the SEND Manager and Foundation Studies Curriculum Manager to lead on all aspects EHCPs and DSA Awardments across ECC.

1.2 Work with students, parents/carers, curriculum teams and external organisations to complete Transfer Referrals and coordinate the implementation and annual reviewing of all EHCPs and DSA Awardments.

1.3 Disseminate EHCPs targets and DSA Needs Assessment Report requirements and support needs to teaching, learning support and other support staff including recording onto college electronic systems.

1.4 Work with students, parents/carers, cross college staff and other external organisations to assess individual needs.

1.5 Work closely with schools, colleges and other organisations to support students with EHCPs and DSA Awardments transition into and out of ECC.

1.6 Work with teaching staff and curriculum management to implement support needs and monitor and review support Additionally, to supply information for and act upon points raised in Progress Boards with curriculum management.

1.7 Work with the teaching staff and other support to offer advice and guidance on inclusion strategies and support available to students with SEND whilst on a college study programme.

1.8 Act as a point of contact for parents, carers and other services as part of the support around the student inclusive model.

1.9 Carry out and monitor Personal Support Plans.

1.10 Work with the teaching staff and Health and Safety Officer to give advice and guidance on the completion of Risk Assessments (RAs)and Personal Emergency Evacuation Plans (PEEPs)are in place.

1.11 Assess the need for specialist equipment and liaise with Operations and Administration on orders and repairs.

1.12 Maintain up-to-date records and reporting on college electronic systems of students with and EHCP, High Needs or DSA.

1.13 Work closely with Careers, Information, Advice and Guidance (CIAG) to support work experience opportunities, and transition into employment (including supported), voluntary and community provision.

1.14 To attend and have input into SEND meetings.

1.15 Deliver presentations to students, parents/carers, schools and colleges both on and offsite to promote the provision and support available for students with SEND.

1.16 Attend ECC Open Evenings and Days, on a rota basis, to promote support for SEND and discuss needs and support with prospective students, parents and carers.

1.17 Be a day-to-day contact point for students, parents/carers, staff and external partners for advice and guidance on SEND, inclusive practice and support.

2. Other

2.1 Develop collaborative relationships with key stakeholders that lead to increased learner numbers and outstanding curriculum provision.

2.2 Promote an inclusive teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

2.3 Be responsible for safeguarding and promoting the welfare of students.

2.4 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or places of work.

Person Specification

Essential Criteria	Desirable Criteria	Measurement
Qualifications and Training • Level 2 literacy • Level 2 numeracy • Evidence of continuous professional development in educational support	**Qualifications and Training** IOSH (Institution of Occupational Safety and Health) or • NCRQ Award in Safety for Managers	Certificate evidence
Experience and Skills • Minimum 2 years experience in an educational support role for students with SEND and vulnerabilities • Proven holistic approach towards individual needs for those with SEND • Writing and monitoring SMART action plans and official documentation to influence positive results	**Experience and Skills** • Experience in Further Education managing EHCPs • Experience of managing HE students with SEND and the DSA support • Experience of working closely with Safeguarding and Wellbeing support	Written and verbal
Knowledge Legislative background, including: • Equality Act 2010 • SEND Code of Practice 2015 EHCP processes, documentation and provider requirements	**Knowledge** Disable Students' Allowances (DSA) process	Written and verbal
Personal Qualities and abilities	**Personal Qualities and abilities**	Written and verbal

• Empathetic nature towards students, parents and carers • Ability to plan and deliver support in conjunction with all stakeholders • Ability to communicate, sometimes complex and emotive issues, effectively with a wide range of audiences		

East Coast College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.