Job Description

Job Title: SEND Officer

Reporting to: SENCO or Inclusion Co-ordinator

Grade: 8

Overall purpose of the post:

To ensure the academy fully adheres to Section 6 and Section 9 of the SEND Code of Practice.

To support the SENCO to embed Wave 1, 2 and 3 interventions across the school and support the formal EHC Plan, Individual Education Plans and One Page Profile process for students for whom it is required.

Main Duties and Responsibilities

- To deputise for the SENCO/Inclusion Co-ordinator with the management of the Inclusion Team in their absence;
- To arrange and develop effective IEPs for all students for whom this is required, and monitor that these are actioned and reviewed as required;
- To ensure EHCP meetings are arranged within the Send Code of Practice timeframes and appropriate parties are invited;
- To Chair EHC Plan Review meetings, ensuring that the Review paperwork is sent to the Local Authority within the Send Code of Practice timeframes.
- Ensure all Individual Health Care Plans, Risk Assessments and PEEPs are completed for E and K code students and are housed on the SIMS or the school's MIS system.
- Ensure that all students on the SEN Register have a robust One Page Profile that is quality assured and holds detailed information, including strategies to assist teaching staff;
- Ensure Reviews of EHCP outcomes and IEP targets are undertaken each term;
- Ensure the needs of all SEND students are met by effective deployment of resources, including Teaching Assistants;
- Take responsibility for the performance management reviews of Teaching Assistants;
- Provide training, advice and guidance for staff across the academy in strategies which support differentiation and personalisation, with particular reference to students with SEND;
- Make informed decisions on admission and provide appropriate responses to the LA Formal Consultations for SEND students;
- Be responsible for a caseload of students, as agreed by your line manager;

- Work with identified SEND students in small groups, in class, individually or according to need;
- Keep the SEN Register up-to-date and ensure that SIMS is accurate before every census return date;
- Support the EHA and LAC process;
- Make appropriate referrals and work in partnership with external professionals to meet student's needs and aid assessment;
- Provide feedback to the SENCO/Inclusion Co-ordinator after each Praising Stars and external assessment data regarding SEND students' progress across the curriculum and prepare personalised intervention;
- Assist the SENCO/Inclusion Co-ordinator in ensuring that all staff are aware of all vulnerable students within their classes and plan appropriately to meet the needs;
- Assist the Inclusion Co-ordinator with establishing effective, consistent behaviour systems within the Inclusion area, upholding the academy's learning culture and supporting colleagues;
- Ensure the Exam Access Arrangement process is compliant with JCQ Regulations.
- Manage the Exam Access Arrangement referrals and complete form 8 Section A of the Form 8 to inform the qualified Assessor's testing.
- Oversee access arrangement testing for relevant students.
- Ensure effective communication with parents responding to parental concerns and alerting SLT and colleagues as necessary;
- Work in partnership with parents/carers to support students in developing positive behaviour patterns;
- Attend and contribute to academy meetings as required;

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents and external agency professionals.

Internal: Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.