
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	SEN Practitioner
Department:	SEN Team
Responsible to:	ALS Co-ordinator
Hours:	37 hours per week, term time only [38 weeks per academic year]
Salary:	Actual salary: £19,940.43 [YC3.3 FTE £24,522]
Date of Issue:	September 2026

Job Purpose

To assist and support individuals and groups of learners with special educational needs and general learning needs, to enable them to successfully access further education and development at Yeovil college within mainstream education classes and courses.

Key accountabilities:

- To develop a knowledge of the needs of learners and seek advice from the Deputy SENDCo, SENDCo, SEN Practitioner Co-ordinator, lecturers, parents/carers and outside agencies as required.
- To foster positive relationships with college staff and stakeholders to include parents/carers.
- To encourage independence in lessons and skills that contribute to Independence that could include 1:2:1 interventions. To aid access and inclusion to a full range of learning experiences both inside and outside the classroom.
- To liaise with Line Managers as first port of call and Deputy SENDCo if needed and SENDCo, lecturing staff to develop strategies and targets to support; learners' needs in order to maximise their potential including creating and adapting contextualised resources.
- To be the liaison between the learner and the curriculum team and business support to encourage the learners to take an active role in their life learning, such as time management, organisational skills, interpersonal skills, motivation, budgeting, making appropriate life choices and keeping themselves safe.
- Support the development of English and maths by embedding into practice.
- To provide positive reinforcement praise to learners where appropriate.
- Facilitate 1:1/small group work and activities with peers to support interaction.
- To attend all Yeovil College mandatory training and development relevant to the post.
- To attend across college meetings and liaise with colleagues to ensure the smooth running of department.
- To work with delivery teams to ensure relevant materials and preparation is in place.
- To be aware of individual learner needs and how best to engage them in the learning process.

- To work with teaching teams and support the fitness to study process.
- To plan, provide/action and monitor strategies to support learners to achieve their best possible outcomes.
- To support relevant staff with transitions and facilitate the experience of learners coming to the college.
- To meet with learners and engage in tours.
- To provide continuity during learners' time at college as long as necessary to enable the learner to achieve.
- Keeping accurate and up to date records when required using Yeovil College systems.
- To provide intimate personal care for students where appropriate.
- Work within the teaching team to play an active role contributing towards the development and success of the Enrichment Programme as appropriate.
- To monitor risk assessments in liaison with teaching teams and CAMs to keep themselves and others safe and in learning.
- To respond to actions via ProMonitor and email students on your caseload where relevant e.g. non or poor attendance, poor motivation, ill health, positive comments and rewards.
- To work as part of the team to ensure the wellbeing and personal development of the learners enhances their learning opportunities and life skills.
- Where appropriate, to attend planning meetings with the SENDCo and Deputy SENDCo to develop the learning plans and programmes.
- To provide feedback to the Line Manager and the SENDCo as required.
- To keep accurate records using college systems of pastoral and learning support given including supporting and addressing targets on personal plans/EHCP documentation.
- Where necessary, liaise with outside agencies with guidance from the SENDCo.
- Contribute to the learners' annual reviews, writing brief reports and attending meetings where applicable.
- Keeping accurate records of contact time.
- To attend regular meetings and work cohesively as a team.
- To cover for other SEN Practitioners where requested.
- To represent Yeovil college at across college events throughout the academic year.
- To understand and apply college rules and policies on learning, behaviour and statutory guidelines relating to disability, discrimination and special educational needs.

Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

Equal Opportunities

The College is committed to a policy of equal opportunities and all staff are encouraged to play their part in implementing the following College statement:

Yeovil College is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, nationality, ethnic or national origins, sex, marital status including civil partnership, disability, age, sexual orientation, faith or belief, transgender, pregnancy and maternity, responsibility for dependants, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equality of opportunity and, where appropriate special training, to progress within the organisation. The College is committed to a programme of action to make this policy fully effective and actively advances Equality of Opportunity.

Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College.

Yeovil College – Person Specification
Post: Across College SEN Practitioner

	Essential	Desirable
Previous Experience	• A strong interest in working with young people with SEND. • Understanding of additional learning needs. • Experience of working as part of a team. • Managing learning workloads and pressures • To motivate and facilitate young people to overcome barriers to learning or achieving goals • Problem solving and taking action to keep a young person focussed on their goal	• Knowledge of current legislation relating to SEND including EHCPs • Experience of working directly with young people with SEND. • Knowledge of Microsoft Teams • Knowledge of MyConcern or CPOMs • Knowledge of Safeguarding • Working with external agencies, understanding of the Early Help process and working within a multi-agency approach • Working in a THRIVE or ELSA environment • Experience of positive behaviour support.
Qualifications	• Level 2 English and Maths (or equivalent) or a commitment to complete within one year of commencement of employment. • Level 3 Award for Learning Support Practitioners, or willingness to work towards.	• Specialist qualifications in SEN
Special Skills/Aptitudes	• Able to demonstrate flexibility and creativity. • Passionate about working with young people and vulnerable adults. • Able to engage and communicate well. • Both self-motivated with a 'can do' attitude and ability to motivate others. • Responsive. • Respect for confidentiality.	• Excellent IT skills

	• Flexible approach to working. • Proactive. • Team Player. • Work well under pressure and be able to prioritise. • Able to provide intimate personal care.	
Personal Attributes	• Empathic • Resilient • Consistent • Tenacious • Approachable • High expectations for self and learners • Starter and completer • Effective communicator	
General	• Able to work occasional evenings by prior arrangement unless part of role. • Some weekend work by prior arrangement. • Flexibility with working hours.	
Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional – Innovative and enterprising. • Team YC – Doing amazing things.	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf