



## **JOB DESCRIPTION**

**Title:** SEND Student Support and Intervention Co-Ordinator

**Grade:** TPLTSS 4

### **Safeguarding Responsibilities**

This role involves working with children on a daily basis and is therefore in regulated activity.

### **Main purpose of the role**

To ensure key students are accessing their relevant curriculum and studies so that there are no gaps in their knowledge and to allow them to have high aspirations.

To liaise on a daily basis with teaching staff, pastoral staff and the SENDCo on the progress of the SEND students towards their target grades.

Support colleagues by assisting with resource preparation, display and care and support of pupils including health care.

To work closely with the SENDCo and support them with writing funding applications three times a year.

Deliver classroom support for pupils, planned and supervised by teachers. (Individual and small groups – e.g. SEND and Inclusion)

Provide support to improve levels of inclusion and achievement for students with SEND through direct support for students.

To input into Student Profiles, EHCPs, TUF applications, and other reports as required

To support all the students accessing SEN Support with their career development including WEX in liaison with the Careers Advisor

Work alongside any additional support staff within the SEND Department and guide them appropriately.

To maintain student records to inform and write Top up Funding and EHCP applications and other statutory assessments

To be an appropriate member of staff in the Sir Richard Branson Centre to liaise with parents and carers of the SEND students and to inform teaching staff of a student's aspirations to allow for personal development.

To support the SENDCo in undertaking external meetings with parents/carers/external agencies and in the writing of transition plans for all key periods when and if required and with Transition paper work at key transition periods.

To encourage and support students with attending aspirational events in school which will allow SEND students to have a taste for different career opportunities and to give them a wealth of experience in different areas.

To monitor and track the attendance of SEND students at extracurricular activities and report to the SENDCo on a termly basis.

### **Main Duties and Responsibilities**

To support the work of the Leadership Team in ensuring that vulnerable students make progress towards achieving their aspirations

Act as a key practitioner of vulnerable students within the school by creating and sustaining positive attitudes towards them and ensuring that provision for these students is kept at the heart of the school's agenda for developing high aspirations.

To develop and maintain clear systems which complement the work in classrooms and will enable vulnerable students to have high aspirations and to become independent learners.

To give input into teams of staff – teaching and non-teaching - with regard to developing systems of support to raise the aspirations of all SEND students.

Work closely with the SENDCo and the Carers Adviser to ensure all SEND students have an appropriate WEX and have applied for Post 16 education early in the school year with ensure all students accessing SEND Support have a detailed transition to college/Post 16.

Act as a champion for these vulnerable students to ensure they have the same opportunities as their peers.

To liaise, advise and consult with the SEND team at the daily/weekly team meetings

To attend relevant in-service training and to explore areas of best practice in other organisations.

To monitor health and safety practice and report any issues to relevant staff ensuring that agreed health and safety practices are fully implemented

To support transition visits in key transition periods

Carry out such other duties as are required and as are commensurate with the grade of the post

### **General**

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

### **Work Demands**

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

## **Physical Demands**

Normal physical effort required.

## **Working Conditions**

Role is office based but may include visiting schools within the Trust for meetings.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

## **General Expectations**

Develop and maintain working relationships with other professionals.

Contribute to the management of student behaviour and security.

Review and develop own professional practice.

## **Expectations of Jobholder**

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

## **Supervision and Work planning**

Responsible to Assistant Principal and SENDCo

## **Supervisory responsibility**

Number of staff supervised: None.

## **Skills/Qualifications**

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

## Person Specification

**Job Title:** SEND Student Support and Intervention Co-Ordinator

<b>Assessment criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A*-C or Level 2, on the national vocational framework.	Working towards NVQ/VRQ Level 2 Teaching Assistant Qualification.
<b>Work related experience and associated vocational training</b>	<p>1 year of experience of working with children in Secondary education.</p> <p>Ability to work flexibly within a team and motivate students.</p> <p>Reliability, motivation and resilience under pressure.</p>	<p>Wider experience of working with students of Secondary age within an appropriate context.</p> <p>Experience of writing EHCP and Top Up Funding applications</p> <p>Experience of supporting statutory assessments</p> <p>Some experience of writing risk assessments</p>
<b>Job related skills</b>	IT competent using databases, Microsoft Excel, Google Mail and Word.	First aid trained (or the willingness to complete training)
<b>Personal skills/qualities</b>	<p>Excellent and effective communication skills.</p> <p>Be able to work independently</p> <p>Ability to comply with GDPR and Safeguarding regulations</p> <p>Be resilient to change</p>	
<b>Equality</b>	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and</p>	

	respect for diversity.	
<b>Safeguarding</b>	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>	Some experience of using CPOMS