

JOB DESCRIPTION

Post title	SLCN Intervention Manager	Reporting to	SENCo
Location	Shireland Biomedical UTC	Grade	Band E SCP 18 - 25
Contract type	Permanent / Term Time +3 weeks	Hours of work	0.6/3 days

Post Summary

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

Duties and Responsibilities

Ensuring the smooth operation and day to day running of a Communication and Interaction (SLCN and ASD) Intervention room.

Duties and responsibilities:

- Identification of SLCN students within the Academy.
- Ongoing monitoring and recording of SLCN students on the SEN Register.
- Delivery of targeted wellbeing activities such as a daily lunch club and run appropriate after school/before school clubs to support the social development of students with SLCN.
- Delivery of interventions for students with communication and interaction difficulties including students with SLCN, Autism Spectrum Disorder, stammers and selective mutism.
- Provision of staff training surrounding the SLCN area of need.
- Provision of lesson support/advice to teaching staff regarding students with SLCN needs.
- Supporting the completion of the Education Health and Care Plan applications for students with SLCN needs.
- Supporting the completion of Education Health and Care Plan Annual Reviews for SLCN students
- Monitoring of existing EHCP students long term outcomes in all four areas of need and provision of opportunity to achieve these outcomes.

- Development of the SLCN resource area within a school Inclusion site.
- Data analysis of student progress using pre-post intervention testing, the Academy provision map and each Academy assessment point.
- Liaison with external stakeholders including, but not exclusively, Autism Outreach, SALT and CAMHS.
- Attendance to department meetings to highlight students of concern.
- Family liaison with families of students with SLCN needs.
- Identify and support the mental health needs of students with SLCN needs,
- Act as a Keyworker for students on the SEN register.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

- It is the responsibility of each employee to carry out their duties in line with Trust policies
- Use and development of ICT as required.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.
- Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions
- All staff within the Trust will be expected to accept reasonable flexibility in working arrangements
- To participate in the operation of the Trust's Personal Performance Development process and attend identified training.

Any changes arising to this role, will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trade unions.

All staff are expected to comply with the requirements of GDPR.

Due to the nature of this job, it will be necessary for an Enhanced DBS to be undertaken.

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Special Conditions of Employment

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

Equality and Diversity

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

Amendments

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing



postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.