

JOB DESCRIPTION

Post: **SEND Officer**

Responsible To: **Head or Deputy Head of Inclusive Learning**

Summary of Post:

To support the SEND student journey from pre-enrolment meetings to full student college experience including chairing EHCPs meetings, management of risk data, supporting the consultation process and ensure effective transition for students with additional needs.

Specific Duties:

1. To provide information to the ALS Tutors which will support the delivery of Personal and Social Achievement (PSA) and support-led activities.
2. To prepare and chair Education Health Care Plan reviews and to set EHCP outcomes with Learning Support Practitioners (LSPs) and lecturers and monitor these throughout the academic year.
3. To prepare and submit Appendix 2 to the Local Authority for assessment of EHCP as necessary.
4. To ensure that changes to students' EHCPs are communicated to the appropriate staff and documentation is updated.
5. To build links with local schools and organise students transition activities by attending in-school transition reviews, EHCPs and other meetings to gather information about the needs of students coming to EKC colleges.
6. To gather information on students from designated schools who will be attending other colleges within the group and share this information effectively with the named lead person
7. To undertake support meetings with new and existing students and ensure that the information on their support needs is shared in an effective way with those involved in the student's education.
8. To review the support needs and educational progress of students who receive support and refer to the Head of Department any students whose support needs require updating.
9. To support the safety and wellbeing of students in all activities including the completion, monitoring and review of PEEPs and Personal Support Plans to manage risk where required, liaising with students, parents and carers. Check any risks that impact on planned activities and notify related staff.

10. To liaise with the Head and Deputies to promote good practice in implementing strategies to support students to manage their behaviour/condition/specific difficulties. This may include working with teaching staff and sharing knowledge with LSPs and Mentors.
11. To maintain student assessment and support records ensuring information is up to date and available to all relevant parties including relevant information pertaining to need, access arrangements, strategies in class.
12. To adjust personal hours according to business needs: attending Open Days, student taster events.
13. To administer medication.

General Duties and Responsibilities:

1. To participate in the staff, support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

PERSON SPECIFICATION		Application	Interview	Shortlisting Weighting
Skills				
1.	Excellent communication skills both verbal and written and ability to communicate effectively with college staff, students, parents, Schools, Local authorities	✓	✓	4
2.	To understanding the conditions and barriers that can affect a young person's educational progress		✓	6
3.	Ability to prioritise and work to tight deadlines.		✓	6
4.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	4
Experience				
1.	Experience of coordinating and facilitating meetings, including acting as Chair	✓	✓	4
2.	Experience of managing risk and writing and maintaining risk assessments for students, including PEEPs, Health care plans, Behaviour support plans and Risk Assessments	✓	✓	6
3.	Experience of supporting students in an educational setting	✓	✓	4
4.	A Knowledge of and an understanding of the SEND Code of Conduct	✓	✓	4
Education				
1.	Maths Level 2 (e.g., equivalent to GCSE grade C/4 or above)	✓		4
2.	English Level 2 (e.g., equivalent to GCSE grade C/4 or above)	✓		4
3.	Minimum level 3 qualification relating to working with young people	✓		4
4.	Training and experience related to a range of conditions including Autism, ADHD, Global Learning Delay, Sensory and physical needs etc.	✓		4
5.	A qualification in the safe handling and administration of medication.	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.