



CREATING A CLIMATE FOR GREAT LEARNING,
SUCCESS AND OPPORTUNITY

SEN Support Officer

Allowances:	C3
Responsible to:	SENCo
Line Manage:	TAs

Purpose of the role:

This is a varied role which primarily involves working closely with the SENCo to support the planning, monitoring, delivery and administration of specialist support to vulnerable students and those with special educational needs.

The role is within the Inclusion Department, but also involves liaising and working with a range of colleagues with differing roles within school, parents/carers, and also external agencies.

To role model, promote and support an inclusive ethos throughout school, including demonstrating a willingness to develop knowledge about best practice.

To lead the team of Teaching Assistants day-to-day, and be a key point of contact between SENCo and Teaching Assistants.

To act as a key contact for students, parents/carers, external agencies and colleagues in the absence of the SENCo.

Main Duties:

- To contribute to the planning, delivery and review of Student Passports and Plans, and /or Care plans to support identified students engage with learning and improve a range of outcomes.
- To liaise with students, parents, colleagues and external partners to ensure delivery of specialist support and/or provision is in line with Student Passport and/or Care plan and take action to address any issues in a pro-active, timely and effective manner.
- Under the support and direction of the SENCo, to contribute to the assessment of need by, for example, carrying out specialist screening or observing students in lessons.

- To communicate with the teaching assistants on a daily basis, relaying information, arranging appointments, events, training and cover if required.
- To support high need students in classroom on a short term basis if required, to ensure consistency.
- Under the guidance of the SENCo and Intervention Officer, to timetable teaching assistants for in-class support and other interventions.
- To contribute to training colleagues to support and develop an ethos of inclusion throughout school.
- Under the guidance of the SENCo, to support with the professional development of the teaching assistants and staff within the Inclusion Department.
- To ensure clear, professional and timely two way communication with parents/carers, teachers, colleagues and external agencies, ensuring appropriate and purposeful information sharing to support student's learning, development and wellbeing.
- To support collaborative and effective partnership working with external agencies to enhance the learning, development and wellbeing of students with additional and/or complex needs under the guidance of the SENCo.
- To manage the administration of meetings, documentation and resources relating to students qualifying for a range of different provision, including those eligible for additional funding, those with exam access arrangements and/or support as requested.
- To support with the administration and delivery of exams access arrangements during mock examinations, liaising with a range of staff in schools including the Exams Officer.
- To support the work of the SENCo, providing a point of contact and information in the absence of the SENCo and progressing specific pieces of work as directed by the SENCo.

Additional Duties

- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- The post holder may be required from time to time to undertake lunch or break time duties as requested by SLT.
- The post holder may be required from time to time to assist with the invigilation and/or administration of internal and/or external assessments.
- Support and promote the schools policies on Diversity and Equality of Opportunity

- To be aware of and comply with policies and procedures relating to child protection and safeguarding ensuring all concerns are reported appropriately in a timely manner
- To be aware of and comply with policies and procedures relating to data protection and the security and confidentiality of data ensuring all concerns are reported appropriately in a timely manner

HEALTH & SAFETY

The SEN Support Officer will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the School's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

The School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Patience, firmness, initiative and a good level of literacy are required, as well as excellent IT skills.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Maths and English GCSE at Grade C or equivalent.	SEN Qualifications or relevant experience
EXPERIENCE	<p>Experience of working with children or young people with complex needs and their families.</p> <p>Experience of providing advice and guidance relating to Care Plans/Students Passports.</p> <p>Experience of developing Individual Student Passports/Care Plans</p>	<p>Experience of providing Specialist provision to KS3/KS4 Students</p> <p>Experience of multi-agency working.</p> <p>Experience of carrying out Screening/assessments to identify additional educational needs.</p>

<p>KNOWLEDGE</p>	<p>Understanding of a range of additional needs and appropriate intervention and support strategies.</p> <p>Knowledge of Safeguarding legislation and guidance.</p> <p>Excellent written and verbal communication skills.</p>	<p>Knowledge of current theory and practice in relation to working with children with additional needs and their families.</p> <p>Understanding of the current funding structure and administrative requirements of specialist provision.</p>
<p>SKILLS</p>	<p>Able to use a variety of ICT packages effectively</p> <p>Good organisational skills</p> <p>Able to work effectively as part of a team</p> <p>Excellent interpersonal skills</p> <p>Excellent communication skills</p> <p>Negotiating/Influencing skills</p> <p>Patience</p> <p>Ability to use initiative to problem solve</p>	<p>Can demonstrate a flexible approach to problem solving.</p> <p>Can provide clear examples of staying calm under pressure.</p>

We are actively committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced DBS disclosure.