



Job Description

SEN Support Officer

37 hours per week / Term time only plus 5 PD days (46.8 weeks)

Salary Band 8 Point 19-23 - £22,871 - £24,898

Job Title: SEN Support Officer

Responsible to: SENCO

Location: Longfield Academy

Aims of the Post: To work under the leadership and management of the SENCO to organise and manager pupils working in the SEN support base and to implement bespoke work programs for individuals and groups of pupils outside of the classroom to support the pupils to be bale to access the curriculum optimally in the classroom environment.

Liaison with SENCO, Assistant SENCO, Welfare Team, Teaching staff and outside therapeutic and diagnostic agencies on behalf of the SENCO where appropriate.

Main Responsibilities

Supporting pupils:

1. To provide support for pupils with special educational and general learning needs.
2. To develop knowledge of the particular needs of pupils and to be able to effectively use school monitoring and tracking systems to assist staff in locating and using the information provided to staff by the SENCO and Assistant SENCO.
3. To facilitate and supervise optimal study conditions for pupils who are temporarily unable to attend timetabled lessons.
4. To deliver and support intervention programs to individuals or small groups of pupils within the support base room (ORB)
5. Where appropriate, to accompany pupils to timetabled lessons to support individuals or groups to access the curriculum alongside their peers.
6. Support and promote positive relationships with pupils, families and staff to ensure that pupil needs are understood and are met to the best of our ability.
7. Promote and enhance self-esteem by offering an optimal balance of support and challenge to pupils to ensure that they feel safe and secure while promoting independence and ambition.
8. Implement and actively support learning strategies and make effective use of opportunities provided by other learning activities to support the development of desired skills

Supporting the SENCO and the wider welfare team:

9. Monitor the needs and behaviour of individual and groups of pupils and report these as appropriate
10. Assist with the development, implementation and reviewing of pupil support plans
11. Monitor the impact of intervention and individual programs of study and report these as appropriate.
12. To collaborate with the welfare team to ensure that the well-being and personal development of the pupil enhances their learning opportunities and life skills
13. To liaise with SENCO and Assistant SENCO (and other staff where appropriate) to develop and deliver learning programs to promote learning, behaviour and communication skills.
14. To provide regular feedback to the SENCO and relevant outside agencies about presentation of, difficulties faced by and the progress made by pupils.
15. Keep and/or update records as agreed with the SENCO and contribute to reviews of systems as requested.

Supporting the school:

16. Be aware of the schools policies and procedures
17. Promote positive values, attitudes and behaviour by being a role model and by dealing promptly with incidents in line with established policies.
18. Establish optimal learning conditions by promoting and demonstrating expectations in line with the school Values Charter.
19. Assist with the supervision of pupils out of lesson time including before and after school and at lunchtimes.
20. Attend school visits as required.
21. Work within first aid and medical team of school.
22. To take a full and active role in all aspects of the Longfield Personal development and welfare offer.
23. Take a full and active role in celebrating success using all reward mechanisms, inter-house and end of term activities to positively praise pupils.
24. To contribute to the school mission of life skills and education through taking an active role in the upholding of British Values and Collective Worship within school.
25. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
26. This post involves frequent contact with, and occasional responsibility for, children
27. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
28. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description



Person Specification

SEN Support Officer

Key

- A – Application form including letter of application
- S – Selection process including teaching exercise
- R – Employment references
- C – Certificates
- D – Enhanced Disclosure and Barring Service Criminal check

	Qualifications, Education and Training	Essential/ Desirable	Stage Identified
1.	High level of literacy and numeracy supported by relevant qualifications	E	A, C
	Experience and Knowledge		
2.	At least two years' experience working with children and families	E	A, R, S
3.	Good understanding of statutory and good practice guidance around SEN	E	A, R, S
4.	Good understanding of the education system and recent and upcoming developments within Personal Development, behaviour and welfare including SEN	E	S
5.	Experience of working with other agencies to improve outcomes for young people	E	A, R, S
6.	Developing knowledge of child protection and safeguarding procedures and processes	E	R, S
7.	Developing knowledge of graduated response and meeting the needs of children.	E	R, S
8.	Experience of working in partnership with parents and carers	E	A, R, S
9.	Experience with intervention and support in lessons	D	A, R, S
10.	Experience of using SEN Writer and similar systems	D	A, R, S
	Skills		
11.	Ability to communicate effectively, both verbally and in writing, with pupils, parents/carers, colleagues and other professionals	E	A, R, S
12.	Ability to work collaboratively to understand and intervene with regard to a wide range of vulnerability factors.	E	A, R, S
15.	The ability to use initiative, to work along and also as part of a team	E	R, S

16.	High level of ICT skills including competent use of Microsoft Office packages e.g. Excel, Word, Outlook, etc.	E	A, S, R
17.	Excellent attention to detail and ability to record and check data accurately	E	A, S, R
18.	Ability to analyse data, draw relevant conclusions and make appropriate recommendations for action	E	S, R
19.	Experienced First Aider at work	D	A, S, R
	Personal Attributes		
19.	Commitment to own professional development and willingness to undertake training	E	A, S, R
20.	Flexible and positive approach to tasks and working arrangements	E	S, R
21.	Ability to act as a positive role model and demonstrate high personal standards	E	S, R
22.	Commitment to safeguarding pupils and suitability to work with young people	E	S, R, D
23.	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	I
24.	Self-motivated and enthusiastic	E	S, R
25.	Willingness to engage in the Appraisal Process	E	S, R

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.