 **Children and Adult Services**

**JOB DESCRIPTION**

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| Post details |

**Job Title: Service SEND Support Officer**

**Pay Grade: SO1 (Scale 21 - Scale 25)**

**Working Hours: Term-time only, 36 hrs per week**

**Division/Section: Woodbridge Park Education Service**

**Department: Across the service according to need**

**Line Manager: Strategic SENCO**

**Number of staff directly reporting into post: 1-3**

### Main Purpose of the Job

1. To provide SEND Support to the Strategic SENCO and Deputy SENCO
2. To assist the SENCO with the Annual Review Process and all other SEND functions for students across the service
3. To work collaboratively as a member of the SEND Team

**Key Responsibilities and Tasks**

**Administrative**

* To lead on, manage and have oversight of all administrative functions of SEND aspects of the service on behalf of the SENCO
* To progress, chase actions and liaise daily with the Strategic SENCO and Deputy SENCO to coordinate and prioritise work
* Diary Management, arranging meetings and connected paperwork for the Strategic SENCO as and when required, communicating efficiently and effectively with all relevant staff members, agencies and parents / carers in the preparation of meetings
* Drafting and typing up basic confidential reports filing securely on the SEN drive
* Correspondence with parents, including daily telephone calls to parents as required
  + Liaison with various professional agencies to follow up queries as directed by the Strategic SENCO
  + Fortnightly administrative meeting with the Strategic SENCO and Assistant SENCO to set work for the following two weeks. Minutes to be shared with the Headteacher once a fortnight.

SENCO:

* To manage the administration of the service Annual Review calendar and associated processes – including:
  + - to go on the SEN drive and check on a regular basis that the Educational Report is on there and complete for each student and advise SENCO / chase those missing and to then make the information available to the SENCO as requested.
    - Establishing the AR service calendar for the SENCO and Deputy SENCO
    - Communicating efficiently and effectively with all relevant staff, agencies, parents and carers in the preparation for AR meetings
* Provision Mapping – To go through each student’s file on the SEN drive and ensure the provision maps are up to date and by the deadlines expected, alerting relevant staff when there are lapses or gaps. To check that Tutors have input all necessary information and chase accordingly.
* Collating information and drafting reports under the direction of the SENCO
* Representing the SENCO in staff briefings across the service, providing updates and key information to staff
* Under instruction from the Strategic SENCO to oversee the Learning Support Register. This will involve:
  + - looking at the Inclusion Support Plans on the SEN drive for all children and checking that there are no errors/date errors and check the outcomes are up to date.
    - emailing Teachers and ask them to update so that the Inclusion Support Plans are always up to date.

**General:**

* Any other reasonable duties requested by the Line Manager, commensurate with the post.
* To operationally line manage the Literacy TAs for the service and be responsible for the management of their time allocated to literacy intervention and assessment, reporting into the SENCO / Deputy SENCO as requested and required
* To take responsibility for the oversight of the marking of any literacy assessments and to ensure that all data is logged in a timely manner, providing the SENCO with any required analysis
* To oversee the collation of all SEND data and information on behalf of the SENCO, reporting back as and when required
* As and when required, to support the SENCO and Deputy SENCO with the administration and delivery of child-level assessments, recording and reporting outcomes as required

**Council Standards**

***Equal Opportunities***

The Council has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

***Health and Safety***

The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

***Confidentiality***

The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

***Safeguarding***

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**Signatures – Post Holder and Line Manager**

Signed………………………………………………… Dated:……………………………….

*Post Holder*

Signed*…………………………………………………* Dated:………………………………

*Line Manager*

The duties of this post will change and develop over time. It is the postholder’s responsibility, in conjunction with their line manager, to regularly review this document and amend it when necessary.

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JULY 2023