



## **JOB DESCRIPTION**

<b>Role:</b>	<b>SENDV Student Support Advisor</b>
<b>Scale:</b>	Grade 5, Point 12 (Actual Salary £20,344)
<b>Hours:</b>	Full time (37 hours, term time plus one week)
<b>Responsible to:</b>	SENDCO Leader

### **RESPONSIBILITIES**

#### **1. Administrative support for the SENDV and pastoral teams**

- Clerical support for the SENDCo as requested
- Issue and chase requests for information from colleagues, parents and outside agencies
- Complete referrals under the direction of the SENDCo
- To contribute to reviewing and developing programmes/plans/passports for individuals
- To assist with the input and analysis of student information and data on record keeping systems, including updates to individual records and plans
- Attend and support as necessary New Intake Evening, Open Evenings and other school events within directed time
- Assist the House SSAs with their administrative duties when required, especially during staff absence
- Monitoring supplies and ordering under the direction of Budget holders
- Organising, copying, distributing and posting of letters

#### **2. Working Collaboratively with Outside Agencies**

- Liaise with and provide student information for agencies such as the Youth Service, Social Services, Health Professionals, Virtual School, Working Together Team, Local Authority SEND teams, Police and Charities that work with our students
- Attend, and sometimes lead, meetings involving these and other agencies (for example, TAC meetings, LAC Reviews, SEN reviews, pastoral meetings)
- Communicate actions arising from these meetings to relevant parties

#### **3. Liaising with parents and carers**

- To act as first point of call for some parents and carers regarding their children
- Meet with parents or discuss issues over the phone or email
- To deal with issues that are manageable and to pass on to appropriate members of staff other matters
- Maintain and build good relationships with parents
- Communicate parental concerns to all relevant staff

#### **4. Provide support for students**

- To support the physical, academic, emotional and social development of students, contributing to planning and facilitating children and young peoples' learning and development
- To work directly with students in class, in 1:1 situations and in small groups, sometimes working under the direction of staff and sometimes planning your own role, and providing feedback on pupil engagement and achievement
- To contribute to the selection, preparation and use of resources suitable for engaging children and young people in planned and unplanned learning activities
- To promote and support the development of students' aspiration, self-reliance, self-esteem and emotional resilience
- To assist with monitoring and evaluating learners' progress, to provide focused support and feedback
- To promote positive behaviour and relationships, using effective strategies in a timely manner and in accordance with school policy.
- To assist the Vice Principal and House Teams in effectively implementing behaviour management and pastoral programmes for students
- Support the behaviour policy including supervising detentions
- Collate work for students in isolation or who are absent
- Follow up on missed detentions or intervention sessions
- To follow up incidents of behaviour, taking witness statements, talking to students
- To assist the SENDCo in effectively implementing SEND plans for students
- To assist the Pupil Premium Champion in effectively implementing Pupil Premium and Looked After plans for students
- Be willing to engage in all areas of the curriculum including core subjects, foundations subjects, practical subjects such as the Arts and PE and wider activities that promote engagement and development
- To encourage participation in structured and unstructured learning activities, including play (during lesson time and break times if required)
- To offer extra-curricular activities related to personal strengths and interests with limited direct supervision
- To invigilate internal and external examinations under formal conditions
- To escort and supervise students on educational visits and out of school activities, ensuring their health and safety and well being
- To support medical conditions, including the administration of medications and support with personal care if required
- To support, as appropriate, in instances where students are unwell whilst at school
- To develop positive relationships with colleagues, providing effective support and advice to enable them to support the students effectively

**5. To ensure the school's Child Protection and Safeguarding Policy is effectively implemented**

**6. Continuing Professional Development**

- Attend Training sessions as directed
- Be willing to develop a deep and wide ranging understanding of SEND and other needs including behaviour, through personal development and research in order to provide a range of personalised strategies to our children and young people

**Any other duties within the scope of the post under the direction of the SENDCo or Headteacher.**

*The job description is subject to review and may be changed following consultation with the post holder.  
The postholder may be called on to fulfil other responsibilities outlined in the School Teacher's Pay and Condition Document and to meet the Teacher Standards.*