

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	SEND Advisor
<b>GRADE:</b>	Harmonised Salary Scale Point 25-28
<b>DEPARTMENT:</b>	Student Experience and Wellbeing
<b>RESPONSIBLE TO:</b>	SEND Coordinator
<b>RESPONSIBLE FOR:</b>	Making positive contributions to our careers offer for SEND students and apprentices. Writing and reviewing highly effective support plans for students and apprentices with learning difficulties and disabilities.
<b>WORK ARRANGEMENTS:</b>	37 hours per week/52 weeks per year It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

## **PURPOSE OF THE POST**

The post holder will:

1. Write Learner Inclusion Plans, advising on reasonable adjustments for students and apprentices with learning difficulties and disabilities. They will take responsibility for organising any relevant assistive technology or specialist support needs; working closely with colleagues to work within budget.
2. Be responsible for the accurate and effective planning of support hours, within areas of responsibility to enable compliance with funding audit requirements.
3. Be a business partner /SEND link to college Apprenticeship provision, supporting each department towards their Inclusive Practice for SEND Apprentices
4. Contribute to Education, Health and Care Plan (EHCP) related processes including consultations, EHCP outcomes and reviews.
5. Leading on continuous quality improvement through effective communication, development and delivery of staff training, and the sharing of good practice and to enable professional updating.
6. Strive to achieve consistently outstanding provision.

## **DUTIES AND RESPONSIBILITIES**

### **Additional Learning Support Funding**

1. Maintain a caseload of SEND Apprentices, ensuring that the right support is planned and put in place.
2. Write Learner Inclusion Plans, advising on reasonable adjustments for students and apprentices with learning difficulties and disabilities.
3. Be responsible for the accurate and effective planning of support hours, to enable compliance with funding audit requirements.
4. Incorporate the costs of any relevant assistive technology or specialist support needs; working closely with colleagues meet audit requirements.
5. Work with the ALS Administrator to ensure that all support plans are entered into the College's Management Information System, and meet audit requirements
6. Work with the ALS Administrator to ensure that colleagues maintain accurate records of contact and update appropriate records as per ALS funding audit requirements.
7. Work with relevant others to review support plans according to funding requirements and individual needs.

### **Exam Access Arrangements**

8. Guide the Work based staff in the completion of exam access arrangements referrals.
9. Work closely with the Exam Access Arrangements Lead to track exam access arrangements for apprentices.
10. Work with the Exam Access Arrangements Lead to complete relevant assessments for centre approved exam access arrangements.

### **Inclusive Practice**

11. Collaborate with the Careers team, and Pathways provision to enhance the careers offer for SEND students and apprentices.
12. Work with the Personal Development Coordinator to develop strong progression routes from our Pre internship offer to Supported internships, and then apprenticeships.
13. Develop positive relationships with employers, advising on inclusive practice where appropriate.
14. Work effectively together with work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students with SEND

15. Act as a source of support for operational delivery staff and other support staff, offering advice, guidance and training to enable them to effectively communicate and support students and apprentices with identified learning needs.
16. Work with the SEND Coordinator, Head of Inclusion and operational delivery teams to ensure learning support is effective, of high quality and meets the learning aims.
17. Work with wider support teams to ensure effective co-ordination of information regarding students and apprentices 'at risk', and to implement support plans where required.
18. Support in the delivery of inclusive practice training for staff working with apprentices.
19. Support in the delivery of additional learning support funding training for staff working with apprentices.
20. Work with operational delivery teams to ensure course materials are accessible assist in the modification of materials and provide guidance around strategies to be employed in the learning environment.
21. Provide duty cover for the SEND Team to deal with SEND related enquires

#### **EHCP Caseloads**

22. Manage a caseload of students with an Education, Health and Care Plan supporting relevant others to provide support towards the EHCP outcomes.
23. Prepare EHCP review documentation.
24. Chair EHCP reviews for students and apprentices within the caseload.

#### **Line Management**

1. Support the daily coordination of Learner Support Assistants in line with staff absence, learner need and Additional Learning Support funding.
2. Directly line manage a team of Learning Support Assistants under the direction of the SEND Coordinator
3. Carry out one to one meetings and Personal Development Reviews with staff, ensuring induction, performance management processes and development opportunities are effective through day to day line management.

## **GENERAL**

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.
2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.
3. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.
4. Act as an ambassador for the Group, being positive and professional at all times.
5. Comply with all legislative and regulatory requirements.
6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.
7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.
8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

## Person Specification

<b>Post:</b>	SEND Advisor	<b>Department:</b>	Student Experience and Wellbeing
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<b>Key Requirements:</b>	<b>Essential/ Desirable</b>	<b>Assessed</b>
<b>Qualifications:</b>		
Level 2 or above in Learning Support or willingness to work towards	<b>E</b>	<b>A</b>
Level 2 in English and Maths	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Working with Education Health and Care Plans and coordinating support arrangements in line with the plan	<b>E</b>	<b>A / I</b>
Co-ordinating and leading a team including direct line management responsibilities	<b>E</b>	<b>A / I</b>
Providing learning support in an educational environment	<b>E</b>	<b>A / I</b>
Experience of setting support targets with students	<b>E</b>	<b>A / I</b>
Experience of co-ordinating and quality assuring records of support activity	<b>E</b>	<b>A / I</b>
Some experience of producing and delivering staff training in relation to learning support strategies, processes, and of different learning needs and styles	<b>E</b>	<b>A/I</b>
<b>Skills/Knowledge:</b>		
Excellent communication skills; including specifically being able to communicate and establish effective approaches to learning support strategies with all colleagues across the business	<b>E</b>	<b>A / I</b>
An understanding of ALS funding streams and audit requirements	<b>E</b>	<b>A / I</b>
Excellent interpersonal skills	<b>E</b>	<b>A / I</b>
Good working knowledge of student support methods, including assistive technologies	<b>E</b>	<b>A / I</b>
ICT literate	<b>E</b>	<b>A / I</b>
Excellent organisational skills	<b>E</b>	<b>A / I</b>
An excellent understanding of the SEND Code of Practice and how this impacts upon working practice in education	<b>E</b>	<b>A/I</b>
<b>Qualities:</b>		
Ability to work under pressure and meet tight deadlines	<b>E</b>	<b>A/I</b>
Flexibility in working patterns in order to best meet the needs of stakeholders, including those based at different college sites	<b>E</b>	<b>A/I</b>
Able to pay attention to detail and produce/facilitate/operationalise/continuously review support plans in order to get the best outcomes for learners	<b>E</b>	<b>A/I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>I</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>I</b>

Ability to keep matters confidential	<b>E</b>	<b>I</b>
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**E = Essential  
Test**

**D = Desirable**

**A = Application**

**I = Interview**

**T =**

<b>Produced by:</b>	NB	<b>Date Produced:</b>	November 2023
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