

**Job Description**

**Job Title:** **SEN Officer**

**Grade:** **Business Support: Scale 7**

**Responsible to: Assistant Principal Student Experience**

**Introduction**

**The College Group’s Vision and Values are embodied in the following statements:**

1. The acquisition of knowledge which is linked to tangible skills development in a safe learning environment is the essence of a quality learning experience. If this process also challenges reasoning, planning and individual organisation then it will develop valuable learner skills allowing individuals to realise their full potential. Sparsholt College Group is committed to widening participation in all its learning activity and is committed to making provision available at all academic levels to match the diverse needs of our learners.
2. The College Group is committed to the principles of partnership and collaboration with a range of likeminded organisations on a local, regional, national and international basis and will deliver its Vision and Values through a culture of a professional, open and self-critical organisation that embraces change and believes in high quality and where responsible contribution of individuals is encouraged and valued at all levels.
3. The College Group is committed to encouraging and demonstrating enterprise, entrepreneurialism and innovation amongst learners and staff through the curriculum and to developing the commercial activity of the College Group.

**What will I be doing? (Contribution statement)**

Under the direction of the Assistant Principal Student Experience and with the help of a part time administration assistant, you will:

Be the main point of contact for all liaison, follow up and admin tasks involved with reviewing learners who have EHCPs (Education, Health & Care Plans). The post will also include the oversight of HNS (High Needs Students) who receive additional resource to support their needs, with a focus upon liaising with Counties, teachers and colleagues regarding outcomes and support requirements.

**Main Duties and Responsibilities**

1. To lead your base campus in all processes and meetings regarding HNS and those with EHCPs.
2. To be the point of contact for Schools (including Virtual Schools), Counties, students and their guardians.
3. To Chair Annual Reviews that take place in the college.
4. To attend reviews of prospective students held at Schools.
5. To liaise with SpLD Assessors regarding outcomes for learners and follow up recommendations with both teaching staff and students, to ensure maximum compliance with the assessment report.
6. To submit financial claims and keep a finance record.
7. To submit reports to the Assistant Principal Student Experience and/or IT Manager as requested.
8. To ensure that administrative procedures are completed efficiently and recorded and reported in a timely manner and according to national guidance.
9. To take over administration duties during term time and attend interviews and enrolments days.
10. To ensure relevant EHCP/HNS information is located within the correct college system for each learner to enable curriculum staff to use as a point of guidance.
11. To oversee the timetable of a rolling programme of annual reviews for each cohort and follow up all annual reviews professionally.
12. To ensure that the relevant records are recorded electronically and that paper files for each cohort are up to date and accessible to staff who need to view them.
13. Maintain effective and efficient administrative systems, in accordance with College practices including filing, organisation of paperwork and correspondence.
14. To comply with departmental, college and SEND quality assurance processes.

**Other**

1. Undertake other appropriate duties and responsibilities as may be determined by your line manager, according to the needs of the ALS team.
2. The post-holder is required to respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act.
3. Ensure compliance with, and implementation of, all College Group policies and procedures. Commit to **all** team meetings and other College Group activities.
4. Comply with and promote College Group Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others.
5. Be flexible to provide cover for colleague’s absence.
6. Participate in the College Group performance management and appraisal process and to undertake appropriate staff development and training.
7. Engage in professional development and networking for the purpose of continuous professional development (CPD) and inform the strategic planning process.
8. Travel between campuses and work away from normal base if required.
9. Maintain effective communication with College Group staff, students, parents and stakeholders.
10. To attend and support College open days and events as required and ensure a professional and favourable image is portrayed at all times.
11. Undertake such other reasonable duties as may be required and, through the College Group performance management scheme, review this Job Description annually with the line manager.

**Job Description prepared:** Date: **April 2018**

**Agreed by Job Holder:** Date:

**Approved by Manager:** Date:

**Approved by SLT Member:** Date:

***Notes***

***This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College Group following consultation with the post holder.***

***The job description, duties and key performance outcomes must be reviewed annually with the line manager and approved by a member of the Strategic Leadership team.***

**Person Specification/Competency Profile**

**SEN Officer**

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| **skills and core competencies** | **HOW MEASURED** |
| **Technical competency and knowledge (qualifications and training)**  GCSE Grade C or above in English and Maths or equivalent. **(E)**  Qualifications relating to learning support work with learners in an FE setting. (E)  First Aid at Work certificate or willingness to attain. **(E)** | Qualification/Certificate Application/Interview |
| **Experience, knowledge and judgement**  Experience of working with professionals (both internal and external) in a learning support/SENCO capacity. (E)  An understanding of the way FE Funding works in relation to ALS learners. (E)  Experience of identifying and supporting access arrangements for learners with identified needs. (E)  Ability to liaise proactively with external professionals in the interests of learner outcomes. (E)  Experience of supporting young people with a wide range of needs and challenges. **(E)**  Competent in common IT packages such as: e.g. Word, Access, Excel. Outlook and PowerPoint. **(E)**  Knowledge of when and where to use personal judgement, and when and where to seek help or appropriate guidance. (E)  Ability to take appropriate and relevant information into account before making decisions. **(E)**  Awareness of safeguarding legislation or a willingness to learn. **(E)** | Application/Interview |
| **Personal qualities, communicating and relating to others.**  Self-motivated and positive thinking with a ‘can-do’ attitude. **(E)**  Ability to plan work load and be proactive. **(E)**  The ability to engage and build rapport with learners and colleagues. **(E)**  Able to communicate effectively verbally by telephone and face to face. **(E)**  Able to maintain calm and deal positively with confrontational situations e.g. learner/teacher disputes, complaints about learner behaviour. **(E)**  Flexible attitude and able to multi task across a variety of activities. **(E)**  Able to use initiative, plan, organise and prioritise and work with staff and management. **(E)**  Maintains and develops effective communication, liaison and relationships with a range of staff and external partners. **(E)**  The ability to negotiate and advocate for learners with other staff within the college. **(E)**  Ability to challenge the ways things are normally done in order to seek improvement through enhanced services and delivery arrangements, whilst continuing to deliver core requirements. **(E)** | Application/Interview  Application/Interview |
| **Leading, relating to, and developing others**  Establishes and maintains effective working relationships with colleagues and third parties at all levels. **(E)**  Commitment to Equality and Diversity - awareness of relevant legislation and the need for assessments of user need. **(E)**  Take responsibility for gathering knowledge about different procedures/frequent queries in order to provide effective support and reduce number of referrals to other staff. **(E)** | Application/Interview |
| **Other**  Possession of a driving licence and valid insurance including business use. **(D)**  Willingness to use own vehicle for business purposes. **(D)**  Ability and willingness to undertake some travelling in the UK. **(D)**  Ability and willingness to work flexibly to cover the working rota, and to cover occasional evening and weekend events/activities, to meet the needs of the College Group. **(E)** | Sight of docs/Interview |