



# Application Pack

## SEND Support Officer

### Childwall Sports & Science Academy

<b>Start Date:</b>	<b>As soon as possible</b>
<b>Closing Date:</b>	<b>8:00am, 15 September 2023</b>
<b>Shortlisting:</b>	<b>15 September 2023</b>
<b>Proposed Interview Date:</b>	<b>21 September 2023</b>
<b>Post Scale:</b>	<b>NCJ SCP 7 - 11</b>
<b>Salary</b>	<b>£22,369 to £24,054</b> <b>Pro rata £19,326 to £20,782</b>
<b>Contract Term</b>	<b>37 hours per week / Term Time Only / Plus 5 INSET Days / Fixed Term 1 Year in first instance</b>

#### HOW TO APPLY

To submit your application please use TES Quick Apply



LYDIATE  
LEARNING  
TRUST

ENGAGE, ENABLE,  
EMPOWER

*“We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”*

#### **We do this by...**

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

## **We Offer**

- A competitive salary, which is aligned to national standard terms and conditions.
- A Competitive Pension Scheme.
- Employee Assistance Programme.
- Regular training and development programmes tailored to your very own learning needs.
- Opportunities for career progression within school and across the Trust should you wish.
- An open and collaborative working environment where everyone is valued.
- A detailed induction programme.

## **Equal Opportunities**

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please could you complete an [Equal Opportunities Monitoring Form](#) which can be found on our Careers Homepage.

## **Safeguarding & Enhanced DBS Checks**

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school’s child protection policy, code of conduct for adults and managing allegations against staff procedures.

# Welcome



**CHILDWALL**  
SPORTS &  
SCIENCE ACADEMY

LYDIATE  
LEARNING TRUST

Thank you for your interest in the position of SEND Support Officer. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Childwall Sports & Science Academy is a vibrant, ambitious and multi-cultural school. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Childwall offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Childwall Sports & Science Academy, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J E Vincent'.

**Ms J E Vincent**  
**Head teacher**  
**Childwall Sports & Science Academy**

A handwritten signature in black ink, appearing to read 'A Stahler'.

**Mrs A Stahler**  
**Chief Executive Officer**  
**Lydiate Learning Trust**

# Job Description

## SEND Support Officer

<b>The Role</b>	To assist in managing the provision for students identified as having Special Educational Needs (SEND); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all students.
<b>Responsible for</b>	Assisting in leading the work of the SEND team.
<b>Reporting to</b>	SENDCO
<b>Salary</b>	NJC Scale 7 - 11
<b>Contract Term</b>	Full Time/Term Time plus 5 INSET days

<b>Core Purpose</b>	<ul style="list-style-type: none"><li>• To assist the SENDCO in leading the provision for SEND within our school.</li><li>• To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively, and safely.</li><li>• To develop curriculum resources to ensure that students identified as having SEND have the required levels of support.</li><li>• To support the SENDCO in managing the implementation of an inclusive curriculum.</li><li>• Within the context of the academy's aims and policies, to work with the SENDCO to develop and implement intervention groups and support.</li><li>• To provide all those with involvement in Special Needs and Learning Support the support, challenge, information, and development necessary to sustain motivation and secure improvement in learning.</li><li>• To support learning of students as allocated by the SENDCO and in coordination with Faculty Leaders</li><li>• To manage and maintain provision maps.</li></ul>
<b><u>Specific Responsibilities</u></b>	<ul style="list-style-type: none"><li>• To support the provision of SEND, including the allocation of support time and the writing of Pupil Profiles.</li><li>• To liaise with relevant outside agencies to ensure that individual pupil SEND are met effectively and that the requirements of statements of SEN are met fully.</li><li>• Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.</li><li>• Ensuring that staff are kept informed of students' SEND and advise on areas to develop and support.</li><li>• Working with the SENDCO and other staff to ensure that Student Profiles are used to set subject specific targets and match work well to students' needs.</li></ul>

*The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.*

# Person Specification

## SEND Support Officer

Personal Qualities	
• An understanding of the SENDCo role and the Liverpool Local Offer	<b>E</b>
• Experience of supporting and working with students with Autism/ASC	<b>E</b>
• A good general education including at least GCSE (or equivalent) in English and Maths.	<b>E</b>
• Ability to promote a positive ethos and role model positive attributes	<b>E</b>
• Experience of working as a KS4 Learning Support Assistant within a school or educational setting	<b>D</b>
• A high degree of computer literacy, particularly in Microsoft Office packages	<b>E</b>
• Very strong organisational and administrative skills.	<b>E</b>
• Interpersonal skills – the ability to build and maintain effective professional relationships.	<b>E</b>
• Highly developed communication and liaison skills	<b>E</b>
• Close attention to detail combined with the ability to work accurately even when under pressure.	<b>E</b>
• A high level of personal initiative.	<b>E</b>
• A responsive and flexible attitude to changing needs and demands.	<b>E</b>
Must be able to demonstrate	
• High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	<b>E</b>
• Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	<b>E</b>
• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice	<b>E</b>
• Able to liaise sensitively and effectively with parents and carers, recognising role in students' learning	<b>E</b>
• Able to improve their own practice through observations, evaluation and discussion with colleagues	<b>E</b>
Confidential References	
• Positive recommendation from all referees, including current employer.	<b>E</b>