

Job Title: SEND Officer

Reporting to: Inclusion Coordinator

Grade: 5 NJC 12 – 20

Overall purpose of the post:

To support the Inclusion Co-ordinator to embed Wave 1 and Wave 2 intervention across the school and support the formal IEP process for students for whom it is required.

Main duties and responsibilities:

- To deputise for the Inclusion Co-ordinator in their absence;
- To arrange and develop effective IEPs for all students for whom this is required, and monitor that these are actioned and reviewed as required;
- To help the Inclusion Co-ordinator in the training, deployment and monitoring of all Teaching Assistants;
- Ensure the needs of all SEN students are met by effective deployment of resources;
- Promote Inclusion across the academy, with students and parents;
- Role model a professional approach at all times;
- Help to ensure academy policies are implemented within departments;
- To assist in liaison with outside agencies;
- To work with other staff in developing a coherent approach to phonics reading across the curriculum;
- Provide training, advice and guidance for staff across the academy in strategies which support differentiation and personalisation, with particular reference to students with SEND;
- Work with identified SEND students in small groups, in class, individually or according to need;
- Provide feedback to Inclusion Co-ordinator after each Praising Stars and external assessment data regarding SEND students' progress across the curriculum and prepare personalised intervention by identifying students in need of additional support and monitoring;
- Assist the Inclusion Co-ordinator in ensuring that all staff are aware of all vulnerable students within their classes and plan appropriately to meet the learners' needs;
- Assist the Inclusion Co-ordinator with establishing effective, consistent behaviour systems within the Inclusion area, upholding the academy's learning culture and supporting colleagues in ensuring minimum standards are upheld;
- Ensure effective communication with parents responding to parental concerns and alerting SLT and colleagues as necessary;
- Attend and contribute to academy meetings as required;

- Assist with tracking and monitoring different cohorts of students (SEND) and coordinate appropriate interventions to tackle under-achievement of these groups;
- Assist with the celebration of all student achievement in line with academy policy;
- Work in partnership with parents/carers to support students in developing positive behaviour patterns;
- Assist with support staff in receiving appropriate CPD which meets the needs of both the individual and the academy;
- Establish effective communication in the area through, for example, the timely preparation of agendas and publication of minutes;
- Support staff in liaising and communicating with parents, in particular those who may be challenging.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.