

## JOB DESCRIPTION

POST TITLE	:	SEND Support Practitioner (Term Time Only – 34 weeks per year)
SALARY	:	Up to £25,335 <b>pro rata</b>
RESPONSIBLE TO	:	Head of Maths and English
CLOSING DATE	:	5.00pm Tuesday 7 January 2025
INTERVIEW DATE	:	Wednesday 15 January 2025

### **Main Purpose of the Post**

Support Practitioners provide high quality and innovative support to learners with a Special Educational Need or Disability (SEND). Support Practitioners will do this by delivering a high quality and effective support provision to individuals or small groups across the College to ensure a consistently outstanding learning experience.

### **Responsibilities**

- 1 To lead the provision of high quality support to learners with special educational needs or learning difficulties/disabilities, both in and outside of the classroom, on an individual or small group basis
- 2 Plan and deliver sessions to support and develop students study skills, literacy and numeracy skills, social and communication skills in both one to one and small group sessions
- 3 To help students understand and record work in an appropriate way, liaising, where appropriate, with other staff, closely monitoring their specific needs and building their independence, whilst considering their holistic health and wellbeing
- 4 Liaise effectively with teachers, tutors, parents and carers to plan for support work which allows learners to have positive learning experiences, whilst developing their holistic needs
- 5 Development and regular review of Individual Learning Plans (ILP's) to identify, evaluate and report on student progress towards long and short term targets,
- 6 Motivate, encourage and support learners to achieve their full potential, as well as to achieve the outcomes from their EHCP and ILPs (for example, offering lunchtime academic support sessions)
- 7 Promote student independence and the development of employability, academic, literacy and numeracy skills, as well as social and communication skills
- 8 Provide supervision and support to students during lunch and break times where appropriate, promoting students health and wellbeing

- 9 Provide support for personal care, where appropriate, and supervise the administration of medication after completion of required training
- 10 Promote the use of assistive technology in classrooms and independent study
- 11 To undertake invigilation duties from time to time
- 12 Liaise with staff to ensure that Health and Safety requirements are met.
- 13 To assure full compliance with key policies, notably Single Equality; Health and Safety and Safeguarding.
- 14 To carry out such other duties as the Principal may reasonably require.

**Core hours:**

Monday - Thursday 8.40 – 5.00 pm

Friday 8.40 and – 4.35 pm

A flexible approach to the working hours is required, as hours can fall outside of the core hours detailed above.

## PERSON SPECIFICATION

**POST:** SEND Support Practitioner

**DIVISION:** Maths & English

<b>QUALIFICATIONS</b>		<b>Essential/ Desirable</b>	<b>To be identified by:</b>
1	Good general education including a qualification at least at Level 3	E	Application form
2	Maths and English at a minimum of Level 2	E	Application form
3	Minimum Level 2 Learning Support qualification, or willingness to begin within one year of employment in role	E	Application form
<b>KNOWLEDGE/SKILLS</b>			
1	Knowledge, experience and understanding of specific issues relevant to learners with SEN needs or learning disabilities/difficulties	E	Application form/Interview
2	Knowledge and understanding of barriers to learning and strategies to enable learners to overcome these	E	Application form/Interview
3	Good working knowledge of IT systems and specific assistive technology or specialist software	D	Application form/Interview
<b>EXPERIENCE</b>			
1	Experience of supporting young adults in an educational environment	E	Application form/Interview
2	Experience of delivering small group support sessions with clear intent and impact	D	Application form/Interview
3	Ability to work on your own initiative and as part of a team	E	Application form/Interview
4	Excellent written and oral communication skills	E	Application form/Interview
5	Excellent IT, organisation and planning skills	E	Application form/Interview

6	Awareness of Safeguarding Legislation	D	Application form/Interview
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**PERSONAL**

1	Commitment to the delivery of excellent support to our students	E	Interview
2	Excellent communication skills	E	Application form/Interview
3	Good teamworking skills and commitment to teamworking	E	Application form/Interview
4	A commitment to ongoing professional development	E	Application form/Interview
5	Enthusiasm for the role of further education in building and changing lives	E	Application form/ Interview

**STANDARD COLLEGE REQUIREMENTS**

1	Commitment to College’s Equality and Diversity and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

*\*Note this does not affect any individual’s rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*