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## **Job Description for Assistant SENDCo**

*(Special Educational Needs and Disabilities Co-ordinator)*

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<b>Responsible to:</b>	SENDCo
<b>Responsible for:</b>	Assist with line management of a group of Study Support Tutors at NCP
<b>Based at:</b>	New College Pontefract
<b>Paid on:</b>	NCLT Support Staff Pay Scale Band H, £32,199- £35,395 fte Actual salary for 38 weeks (term time only), £27,190 - £29,889.

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### **OVERALL PURPOSE OF THE POST**

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- Supporting the SENDCo to ensure the development of the College's Special Educational Needs and Disabilities (SEND) provision and oversight of the day-to-day operation of that policy to ensure high quality provision with the aim of raising SEND student achievement.
- Liaising with the Study Support Team as appropriate and managing your time appropriately.
- Liaising with relevant external agencies and authorities to maximise the opportunities for support for students with SEND.
- Supporting with management of the provision, policies and processes for students with medical/health issues to ensure they are appropriately supported at college.
- Supporting with the management of transition into and out of college for students with any SEND.

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### **MAIN DUTIES**

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- To assist the SENDCo in line management of a number of Study Support Tutors.
- Supporting the identification of children with special educational needs and ensuring college records of students with SEND are up-to-date.
- Support with co-ordination of Annual Reviews and reviews of Support Plans etc where appropriate and attend/chair when necessary.
- Track and monitor the progress of students with SEND/medical needs.
- Ensure there is a high quality teaching and intervention in place for students with SEND and disseminate and monitor effective teaching and learning approaches to meet the needs of students with SEND.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND and medical issues.
- Support the identification of students with health and medical needs, including how information is captured, acted upon and shared throughout the college.
- Support the SENDCO in applying for student access arrangements online, working with the Trust Exams Manager as appropriate.
- Liaise with other providers and external agencies to support students and maximise resources made available.
- Brief and disseminate information regarding SEND and medical issues to relevant staff across the college.
- Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential and to ensure students are treated as unique individuals.

- Participate in a small number of events, such as college open events, student interview evenings, parent/student consultation evenings, Welcome Evening and Enrolment events. These events primarily run during the evening and it is an expectation of the Assistant SENDCo role to attend a small number of these evenings, with time given back in lieu.
- Communicate effectively with students, colleagues and parents/carers at appropriate times, conveying relevant information about attainment, objectives and progress.
- Attend network events with other providers, Secondary SENDCos and external organisations to maximise the opportunity for personal development and marketing of the College/Trust.
- Review and identify tailored provision appropriate to students with SEND.
- Work with the Trust Estates and Health and Safety Manager to ensure risk assessments are in place for students with physical difficulties.
- Work with the Trust Estates and Health and Safety Manager to ensure that Personal Emergency Evacuation Plans (PEEPs) are in place for any student with a difficulty or disability that will affect their ability to safely exit the building and ensure these are disseminated to all concerned.
- Work with the Estates and Health and Safety Manager to ensure the buildings are physically appropriate for the students enrolled with SEND.
- Work with Senior Progress Tutors and Designated Safeguarding Leads to ensure a common understanding of the different support functions within college to maximise the impact on student outcomes.
- Assist in the organisation of exam invigilation and contribute to invigilation when needed.
- Assist students with first aid and personal and intimate care requirements, as appropriate, within the relevant boundaries as defined by the College. Depending on the needs of the assigned students, this could include such as providing intimate/personal care, lifting/handling, use of equipment such as a hoist, de-escalation and positive handling skills.
- Contribute to working as part of the first aid rota in college to provide emergency first aid to students, staff and visitors as necessary.
- Carry out other tasks as may be requested by the Principal/Trust CEO.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the College/Trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the Designated Safeguarding Leads without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the Trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Assistant SENDCo

*(Special Educational Needs and Disabilities Co-ordinator)*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience in the delivery of appropriate support to students with SEND.</li> <li>• Specialist knowledge and/or experience of working with people with learning difficulties and/or disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiastic leader with high standards and a record of proven success in raising achievement of groups of students.</li> <li>• An understanding of the SEND code of practice and how this relates, in our setting, to the current education agenda.</li> <li>• Experience of managing staff performance and deployment of support staff.</li> <li>• Experience of leading and developing the delivery of study support to a high standard.</li> <li>• Experience of working with young people with specific health/medical issues.</li> <li>• Experience of holding annual reviews and writing IEPs.</li> <li>• Experience of successful team-building.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake further training relevant to the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of a commitment to continual self-improvement.</li> <li>• Educated to degree (or equivalent) standard.</li> </ul>
<b>Special Skills</b>	<ul style="list-style-type: none"> <li>• Commitment to student welfare and achievement.</li> <li>• Good listening skills.</li> <li>• Good time management and administrative skills.</li> <li>• Ability to work with others on difficult/delicate/sensitive subjects.</li> <li>• Confidence in assisting students.</li> <li>• Ability to successfully lead and motivate others.</li> <li>• Customer service/care approach.</li> </ul>	
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for the role.</li> <li>• Confidence in working with students within the 16-19 age range.</li> <li>• Ability to work independently or as part of a team.</li> <li>• Ability to communicate with a range of stakeholders, including schools to ensure successful transition.</li> <li>• Negotiation skills – ability to achieve best possible outcomes for students of the college.</li> <li>• Positive approach to change and continuous improvement.</li> <li>• Evident integrity, warmth and empathetic approach to students and staff.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to continuous improvement and willingness to learn from experience and practice.</li> <li>• Flexible approach to work.</li> <li>• Awareness of Health and Safety issues.</li> <li>• Commitment to equal opportunities.</li> <li>• Knowledge of Safeguarding.</li> </ul>	

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## Job Description for Study Support Tutor

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<b>Responsible to:</b>	Trust SENDCo
<b>Based at:</b>	New College Pontefract
<b>Salary:</b>	Band E of the College Support Staff Spine (£25,558 – £26,818 FTE, <b>Actual Salary £21,582 - £22,646</b> )

### OVERALL PURPOSE OF THE POST

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- To support individual students with their specific care and educational requirements in order to enable them to achieve their academic goals.
- To provide specific support as directed to a curriculum or pastoral area depending on the needs of the college at any given time.
- To contribute to the study support and ALS function.

### MAIN DUTIES

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- Assist, advise and provide support for individual students, as appropriate.
- Provide regular one-to-one support for students to monitor progress and outcomes.
- Identify the special need requirements of assigned students.
- As part of the Study Support Team, liaise with feeder schools to obtain relevant medical information on identified students and maintain electronic records.
- Assist the SENCO in student transition from school to college.
- Support subject teachers with information to enable them to adapt and amend teaching and learning to meet needs.
- Assist assigned students with integration into the College community and environment.
- Assist students with first aid and personal and intimate care requirements, as appropriate, within the relevant boundaries as defined by the College. Depending on the needs of the assigned students, this could include such as providing intimate/personal care, lifting/handling, use of equipment such as a hoist, de-escalation and positive handling skills.
- Cover allocated slots on the college first aid rota for any emergency call outs and take appropriate action in line with college policy.
- Select, adapt and devise materials for use with assigned students.
- Liaise with subject and other staff regarding student support requirements.
- To maintain records of ongoing support and support needs, ensuring ILPs are updated and records are complete.
- Utilise available resources within the College (books, manuals, computer equipment, etc) in order to assist the student with their education.
- Assist students to use equipment/resources effectively.

- Maintain a learning environment in which the student can work effectively.
- Provide additional assistance, as part of the Support Staff, in other areas of College further to liaison with your line manager. This may include working occasional evenings or a Saturday for open events.

*There will be an expectation across the Trust that all support functions will work together and support each other as and when required, particularly in the early and evolving years of the Trust. There may be a need to review some job descriptions initially after the first transitional year.*

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/Trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the Trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Study Support Tutor

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIREABLE
<b>Relevant Experience</b>	<input type="checkbox"/> Current experience of having responsibility for the provision and support of individuals with learning difficulties or behavioural issues. <input type="checkbox"/> Experience of teaching/delivering in learning support areas. <input type="checkbox"/> Experience of training and developing others in the support of individuals with learning difficulties and disabilities.	<input type="checkbox"/> Previous experience of providing personal and intimate care to individuals. <input type="checkbox"/> Previous experience of working in a health care or medical profession/setting.
<b>Education and Training</b>	<input type="checkbox"/> Willingness to undertake further training relevant to the post. <input type="checkbox"/> Experience of formulating and implementing Individual Learning Plans for learners.	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Degree level qualification Evidence of relevant training and/or qualifications.</li> <li>• <input type="checkbox"/> Safeguarding training First aid training or willingness to undertake.</li> <li><input type="checkbox"/> Specific training undertaken to support students – lifting/handling, personal care, team teach etc.</li> </ul>
<b>Special Skills and Knowledge</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Commitment to student welfare and achievement. <input type="checkbox"/> Good listening skills. Ability to work with others on difficult/delicate/sensitive subjects. Ability to motivate others. <input type="checkbox"/> Customer service/care approach. <input type="checkbox"/> Good time management skills.	
<b>Personal Skills and Qualities</b>	<input type="checkbox"/> <input type="checkbox"/> Passion for the role and improving learner life chances. Confidence in working with students within the 16-19 age range. <input type="checkbox"/> Ability to work independently or as part of a team. <input type="checkbox"/> Good communication skills.	

<b>Additional Factors</b>	<ul style="list-style-type: none"><li>• <input type="checkbox"/> Enthusiasm and commitment for the post.</li><li><input type="checkbox"/> An interest in working in the education sector. Flexible approach to work and a</li><li>• <input type="checkbox"/> willingness to undertake a variety of tasks. Commitment to equal opportunities and safeguarding. Commitment to continuous improvement and willingness to learn from experience and practice in this College and others.</li><li><input type="checkbox"/> A supportive and empathetic approach to students and the ability to relate well to staff.</li></ul>	
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