Unlocking potential, changing lives

Job Title	**SEND Co-ordinator**
Location	Skipton, multi site
Rate of pay	APT&C Scale
Post No	B301

PURPOSE

You will be a passionate, empathetic, and experienced SEND practitioner with a strong understanding of the Send Code of Practice, and equal opportunities. You will have experience of working closely alongside curriculum teams to develop outcomes for students who face barriers to learning. This role will ensure the provision of high-quality transition guidance and planning, matching curriculum provision to individual student need, liaising with external agencies, feeder schools and college staff to ensure that appropriate support/assistive technology is in place to assist students achieve their learning outcomes. You will work closely with the SEND Manger to ensure that effective consultations and transition arrangements are in place for new and transferring students and that curriculum teams have the necessary support information in a timely manner.

You will support with the monitoring of the SEND service with a resolution focused approach to ensure the delivery of student's needs are met and that inclusivity underpins the College's support structure.

To effectively line manage, supervise, and motivate the Progression Support Assistants to achieve and inspire their full potential.

To lead and coordinate the timetables for the Progression Support Assistants ensuring adequate support is in place to meet student needs.

Craven College aspires to be a leading college in digital education, and all business support staff are expected to possess the digital competencies relevant to their role. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services.

KEY RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform. These may change in the future in line with the strategic direction and development of the College.

- To attend annual review meetings at secondary schools by liaising with SENDCo's in schools.
- To work collaboratively and coordinate through leading on the effective transitions into college of new students with SEND through the feeder schools.

- Liaise with Lead progression Support Assistants and Heads of Department to facilitate transition visits and be the main point of contact.
- To organise EHCP Annual Reviews within statutory timeframes and to chair EHCP reviews and liaise with parents and external agencies including the Local Authority, health, and social services. To complete corresponding reports and submit within statutory time frames.
- To be a key contact working both internally and externally with relevant local authorities' and educational providers to support student needs, academic progress and identify solutions to any difficulties they may be experiencing.
- To provide effective line management, supervision, and direction to Lead Progression Support Assistants and Progression Support Assistants.
- To conduct Personal Development Reviews (PDR's) for your team of Lead Progression Support Assistants and progression Support Assistants.
- To support the SEND Manager with providing and assisting with staff training and to identify regular CPD training in relation to SEND and specialist subject areas.
- To liaise with the Lead progression Support Assistants on monitoring and tracking of student progress to ensure effective support is provided and tapered as appropriate.
- To work closely with students, parents, Curriculum Heads, teachers, Careers team, pastoral and support staff to ensure the individual needs of the student are being effectively supported and monitored. provide detailed reports on student progress.
- To ensure the effective allocation and timetabling of Progression Support Assistants to support students within the classroom setting.
- To ensure Exam Access Arrangements and the personal care needs of students are met and contribute to One Page Profiles, to complete Care Plans and PEEPs with the support of the Send Manager and Health & Safety Manager.
- To work with the SEND Manager and Lead Progression Support Assistants to identify and keep accurate records of low needs support requirements.
- To attend and arrange relevant meetings.
- To work collaboratively and sensitively with teaching and Progression Support Assistants over issues / changes arising.
- To be available to contribute to relevant College events such as Open Events.
- To ensure clear and effective communication across the SEND, Pastoral and Curriculum teams.
- To participate in the College's Appraisal Scheme and continuously up-date knowledge and skills in line with the changing needs of the College;

- You will be expected to be fully conversant with and implement the college's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- To undertake any other duties commensurate with grade and status as may reasonably be requested.

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

Essential Requirements

- Experience and knowledge of management of staff or willingness to undertake required training.
- To be proactive in ensuring that all teaching staff are aware of their responsibilities to students who have specific difficulties and provide guidance on inclusive teaching.
- Have excellent interpersonal skills with a calm and logical approach towards challenging situations.
- Experience of working with a wide range of learners who may be difficult to engage, have learning difficulties and / or disabilities in an education setting.
- An understanding of the SEND reforms and working knowledge of Education, Health and Care Plans and knowledge of assessing support needs and annual reviews.
- Experience and knowledge of In Class Support and the coordination / management of staff.
- Organised and efficient in time management, IT Literate and skilled at implementing and maintaining efficient systems.
- Excellent interpersonal skills with the ability to effectively interact with students, parents, staff, external agencies at all levels.
- Level 2 qualification in numeracy and literacy
- Qualified to at least a level 3 in a related subject.
- Ability to effectively use digital tools and platforms. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services or willing to work towards.

Desirable Requirements

- Current clean driving licence with access to vehicle
- Willingness to undertake IPSEA SEND Law Training (Levels 1-3)

CONDITIONS

This position is subject to a probationary period of 6 months, upon successful completion of which will become permanent.

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A full enhanced child and adult disclosure via the Disclosure and Barring Service will be required for this post.

VISION, MISSION AND VALUES

Vision: To be exceptional in everything that we do
Mission: Proudly serving our communities by delivering high quality education and training
Strapline: Unlocking potential, changing lives Unlocking potential

Values:

We are 'One College, One Team' working together in a respectful and considerate way to achieve our Vision and Mission

Our core values underpin our conduct and our decision-making

1.0 We are ambitious for our students and staff, striving for excellence in all we do
2.0 We act with integrity and build trust through respectful, consistent, transparent and ethical behaviours
3.0 We take responsibility and ownership for our actions and decisions. We hold ourselves and each other to account
4.0 We value professional curiosity and creativity seeking out new knowledge, ideas and embracing change to drive our progress

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk