

SEND Facilitator and Assistant to the SENCO Application Pack



The next exciting chapter
of your career starts here.

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‘By prioritising staff well-being and providing useful professional development, staff feel more empowered’

‘Determined and consultative leadership’

‘You have created greater pride in the school amongst staff and the wider community’

‘Trust leaders share your high expectations for pupils’ education and welfare’

Ofsted 2021

Information Regarding the Role

Court Fields School employment opportunity:

SEND Facilitator & Assistant to the SENCO

37 hours per week

Term time plus three Inset days and holiday hours (39 weeks per year)

Grade 11 Point 20 (Actual annual salary £22,548)

Closing date for applications: Midday Wednesday 6th July 2022

We are seeking to appoint an enthusiastic and adaptable SEND Facilitator to work as part of our Learning Support Team, under the guidance of our SENCO. You will be required to support the SENCO in the operational running of the Learning Support Faculty, liaise closely with a number of internal and external stakeholders and build positive relationships to support our students with SEND.

The post holder will be expected to be flexible in approach and outlook at all times and be able to communicate well with students, staff and visitors.

The range of duties involved include a variety of aspects across the following broad categories:

- Operational support for the Learning Support Faculty
- Pupil-Centred plans
- Referrals co-ordination
- Education Health & Care Plan (EHCP) support
- Wider SEND Support as directed by the SENCO

Our ideal candidate will:

- Have excellent communication skills, both written and oral
- Good organisation skills – able to prioritise workload
- Possess the ability to identify needs quickly and deal with queries
- Be able to work independently but also as part of a team
- Have a flexible approach to working and be a good team player

Experience of working within a school setting is desired but not essential as full training will be given. Excellent IT skills, ability to prioritise tasks and using own initiative are equally important.

The vacancy is for 37 hours per week Monday to Friday. Specific hours to be agreed.

CVs are not accepted, please complete the application form in full.

Closing date: Midday Wednesday 6th July 2022

Interviews to be held: Monday 11th July 2022

Start date: 1st September 2022 or prior to that date by arrangement

The Castle Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. The successful candidate will be subject to employment checks, including an Enhanced DBS disclosure.

Job Description

The Trust's aims and values are fundamental and each member of staff will be expected to promote and develop these in all aspects of her/his work. All duties should be exercised in the context of these aims and values and in line with the Trust's policies.

Job title:	SEND Facilitator & Assistant to the SENCO
Responsible to:	SEN Co-Ordinator
Salary:	Grade 11, Point 20 (Actual annual salary £22,548)
Hours:	37 hours per week. Term time plus three Inset days and holiday hours (39 weeks per year)
Job Purpose:	To support the SENCO with the day-to-day operation of the Learning Support Faculty To support the school's SEND strategy in accordance with the SEND Code of Practice (2014) and the Equality Act (2010)

SPECIFIC RESPONSIBILITIES

In conjunction with and under the direction of the SENCO:

Operational Support for the Learning Support Department:

- To support the day-to-day running of the faculty.
- Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies and systems for the benefit of the students in relation to their educational activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.
- On occasions there will be a need to make immediate decisions, without initial referral to HOY or SLT, in relation to immediate care, control and safety of students with additional educational or personal needs.

Job Description (Continued)

Pupil-Centred Plans:

- To work with the SENCO in ensuring that all pupil-centred documentation is up to date and reviewed appropriately, that information in them reflects student needs and supports teaching staff in the provision of high quality adaptive teaching.
- Work with the SENCO, parents, students and/or key staff (teaching and support) to review and amended pupil-centred plans regularly through the year.
- To ensure that further amendments are made following any Annual Reviews or more regularly as necessary.
- Liaise with HOY and other staff as appropriate, to ensure that all parents of students on the SEND Register receive 3 meetings annually to support the progress of their child in line with the guidance
- To support the Assesses, Plan, Do, Review process as directed by the SENCO.
- To support the SENCO in the use of relevant information, data and tracking systems, such as Provision Map and ClassCharts as well as attendance and assessment data to support students with SEND.
- Liaise with the member of staff responsible for Medical Care Plans to ensure that plans are in place and updated annually.

Referrals Co-ordination:

- To be responsible for collation of referrals in conjunction with the SENCO
- To ensure that referrals for SEND come through in-school processes and external meetings and check the evidence is in place before passing to the SENCO.
- To liaise with teaching and support staff providing advice and guidance, as necessary to collect and develop needs-based evidence of SEND.
- To produce referrals for SEND (Advisory Team, OT, SALT, PFSA, CAOT etc.) through Early Help Assessments (EHA) and other processes.
- To provide information to support the Pastoral Team in the production and updating of EHAs where necessary.

Education Health & Care Plan (EHCP) Support:

- To assist the SENCO with the EHCP and Annual Reviews Process within school
- To work alongside the SENCO to develop an exemplary understanding of the paperwork and process of Consultations, Annual Reviews, EHCPs and associated documentation.
- This will involve oversight of the administration of the school's tracking system for EHCPs/funding to ensure up to date information and deadlines are not missed.
- To liaise with SENCO and admin support to ensure that dates are set, correct people are invited, the meetings take place and that any relevant testing and reports from both teaching staff and outside agencies are collated.
- To attend, contribute to or lead Annual Reviews as directed, completing any paperwork to ensure that all views are represented and recorded accurately.
- To support the SENCO & SEND Admin in ensuring Annual Reviews are added to the Somerset EHCP Portal or Provision Map and that the progress of applications is monitored and followed up where necessary

Job Description (Continued)

Learning Support Team:

- Support the SENCO in leading the SEND team. This will involve day-to-day responsibility of providing timetable changes and deployment of TAs in liaison with the SENCO, ensuring that staff time is used effectively and efficiently to support students.
- Support the training needs of TAs in developing effective practice within the department.
- To undertake the performance review and development of identified TAs under the direction of the SENCO.
- To support and develop positive relationships within the team.
- To participate in all required staff meetings and INSET, and take responsibility for your own personal and professional development.
- To contribute to the professional development of others.

Wider SEND Support as Directed by the SENCO:

- To attend meetings and events for students with SEND.
- To facilitate the provision, recording and reporting of small group/individual interventions.
- To support identified staff with testing and assessment.
- Establish good relationships with parents and carers to share information, celebrate success and promote students' learning and well-being.
- To liaise with relevant external agencies at the request of the SENCO.
- Support the transition of KS2-3 and KS4-5 students with SEND.
- Support the SENCO with the school-based organisation of Access Arrangements, liaising with the Exams Officer, and Key Stage 4 Lead TA.
- Support the SENCO to analyse and interpret relevant national, local and school pupil data, plus research and inspection evidence, practices, expectations, targets and teaching methods to inform and enhance best practice within the SEND support team, and across whole school SEND provision.
- To deputise for the SENCO as required, within the school setting and where appropriate at external agency meetings including Local Authority commitments.
- To support the SENCO in effective management of the SEND budget, allocation of hours and costed provision plans for the faculty.

Job Description (Continued)

Whole School Commitment:

- To demonstrate a commitment to the full life of the school and to work with all members of the school community to ensure the success of school initiatives, assemblies, displays, open evenings and other activities.
- To carry out break and lunch duty within the SEN faculty as directed by the SENCO.
- To contribute to the development and promotion of school policies.
- To be supportive of the school's extra-curricular activities, and take an active part in the school's involvement in the wider community.
- To promote the school's policy on inclusion, equal opportunities and diversity.
- To maintain respect and confidentiality in all matters in accordance with school policy.
- To undertake any other duties of a similar level and responsibility as may be required by the Headteacher/SENCO.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

Application Process

Applications should be emailed to tmorcom@courtfields.net or posted to:

Mrs Tracey Morcom
Cover Manager & HR Assistant
Court Fields School
Mantle Street
Wellington
Somerset
TA21 8SW

The closing date for applications is: Midday Wednesday 6th July 2022

Interviews to be held: Monday 11th July 2022

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The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE

Chief Executive Officer: Sarah Watson

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