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# Job Description and Person Specification

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| **Title** | SEN Lead |
| **Area** | Specialist & Learning Support |
| **Responsible to** | Head of Specialist & Learning Support |
| **Effective Date** | 1st September 2023 |
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| **Job Description** |
| **Main Purpose of the Role** |
| The SEN Lead will line manage, monitor and allocate Learner Support Assistants (LSAs) in an area to ensure students with additional learning needs are supported effectively with the correct resources and intervention. Position is for variable hours a week, term time only.To support Statutory and College processes to enable effective and appropriate support for staff and students. |
| **Main Responsibilities** |
| 1. To provide line management of the LSAs, managing their function, development and progression and appraisal as well as monitoring their performance. Supporting allocation of staff and to support the provision of accurate timetables for staff.
2. To support the effective use of LSAs, resources and assisted technology to ensure that all students with additional needs are supported appropriately allowing for developing independence, referring to specialist support where needed- ensuring that there is liaison with lecturing staff and Heads of School where appropriate.
3. To support the Annual Review process by making sure that the correct processes and statutory requirements are followed and that the annual reviews for students with EHCPs in your working area are completed in a timely manner.
4. To support exam access arrangements for students in your working area by providing file notes, exemption letters and withdrawal letters for exams on request of the Exams Access Arrangements Officer and the Heads of GCSE and Functional Skills.

**All Staff: General Responsibilities and Expectations:** * Promote the safeguarding and welfare of all.
* Be aware of College policies and updates available through the College intranet.
* Drive and participate in the College performance management process.
* Comply with the College’s Equality, Diversity and Inclusion, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations.
* Contribute to cross College events supporting and promoting the College and the provision.
* Use all available resources efficiently and effectively, and in line with environmentally and sustainable practices.
* Attend and contribute to cross-College meetings/forums.
* Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities.
* Manage and minimise risk within all areas of responsibility.
* Adopt and promote employee values and behaviours working within the Staff Code of Conduct.

**Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.** |
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| **Person Specification** |
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| **Qualifications** | **Essential** | **Desirable** |
| 5 GCSEs at grade A-C including Maths & English or Level 2 equivalent |  | ü |
| SEND Code of Practice L2 | ü |  |
| Mental health First Aider Certificate (Adult) |  | ü |
| **Experience** | **Essential** | **Desirable** |
| LSA experience working with young people with additional needs | ü |  |
| **Skills & Abilities** | **Essential** | **Desirable** |
| Able to organise and prioritise workloads and activities, meeting deadlines in a timely manner |  |  |
| Able to build productive relationships and rapport with employees, students and other key stakeholders |  |  |
| Able to demonstrate good communications skills across a range of mediums both written and verbal |  |  |
| Ability to remain calm under pressure and balance conflicting workloads |  |  |
| Collaborative team player |  |  |
| Ability to work independently using under own initiative |  |  |

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| Signed |  |
| Name |  |
| Date |  |