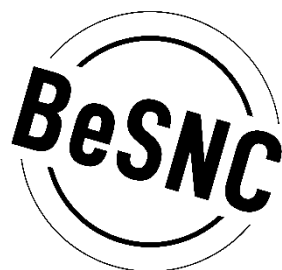




SEND Officer (on-site) Fixed-Term Maternity Cover

JOB DESCRIPTION

**Directorate of Student Services,
Safeguarding & Support**



ADVERTISEMENT

SEND Officer (Fixed-Term Maternity Cover) (on-site)

Salary £30,168 per annum pro rata

29.6 hours per week, 52 weeks per year

(Working 29.6 hours per week, for 52 weeks per year equates to a salary of £24,134.4 per annum)

This is an exciting opportunity to join our team in the role of a SEND Officer to provide an outstanding service for students with special educational needs and disabilities (SEND). If you are passionate about removing barriers for young people and supporting them to achieve their goals, we would love to hear from you.

You will be working alongside peer SEND Officers within the dedicated team who collectively work together to ensure that learners with identified additional learning needs are able to access their education to the best of their ability and make progress towards achieving their outcomes.

You will be working closely with young people and families, curriculum teams and external agencies, with a commitment to ensuring the young person's views and wishes are central to the process and that timeframes are being met.

You will have good knowledge and understanding of the requirements for education providers arising from the 0-25 SEND Code of Practice (2014), and a relevant degree or equivalent in demonstrable experience.

We are looking for potential, not an exact match. We recognise you may not meet all of the essential criteria but if you have experience of SEND, initiative, good communication skills and can work as part of a team, we would love to hear from you.

At Suffolk New College, we promote the culture of BeSNC. Implementing BeSNC is not just a choice; it's a commitment to providing the best possible environment for our learners to thrive. It's a commitment to nurturing an inclusive and supportive community where each student, staff and community member can reach their full potential.

For further information, please visit www.suffolk.ac.uk

Closing date: Sunday 4th October 2026 at midnight

Interview date: Tuesday October 13th 2026

Please note we reserve the right to withdraw the advert prior to the closing date if we have sufficient applications. We reserve the right to interview immediately.

Kindly be advised that we are unable to provide skilled worker sponsorship. Applicants must have the right to work in the country without the need for sponsorship.

You may use AI tools to support your application but all information must truthfully reflect your own skills and experience. You may be asked to discuss the details during the recruitment process.

This College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria. All appointments are subject to Disclosure & Barring Service (DBS) check.

We do not recognise any agencies or search agencies acting on our behalf unless they have been officially engaged. Applicants should apply to us directly and not be persuaded to go via an agency.

The college will not recognise any agency fees for recruitment activities unless an active engagement linked to a specific role has been agreed.

The college will not pay fees associated with CVs or applicants who are sent to the college via agencies on a speculative basis or in response to college adverts.

Agencies should refrain from sending CVs to anyone working for the college on a speculative basis. The college will make approaches to agencies via our HR team if we feel that we need assistance with a post.

DIRECTORATE OF STUDENT SERVICES, SAFEGUARDING & SUPPORT

The Directorate of Student Services, Safeguarding and Support delivers a fully integrated and pro-active service to both learners and staff across all our campuses. The teams work in partnership with curriculum teams and other business support areas of the College to contribute to the delivery of an exceptional learner experience aiming to improve achievement, retention and employability in line with College's strategic aims.

The Directorate is responsible for providing a comprehensive support service to our learners which includes:

- offering information, advice and guidance across a range of areas
- managing all aspects of support for High Needs learners and for those with EHCPs, including making assessments of exam access arrangements
- promoting and managing a culture of safeguarding
- developing and delivering the learner Mental Health & Wellbeing Strategy
- supporting the transition to college from school or other education providers
- managing the Learning Curves which offer a learner-focused resource and study centre
- coordinating the delivery of careers information, advice and guidance in line with the College's Careers Strategy and the Gatsby Benchmarks.

The Directorate is led by the Director of Student Services, Safeguarding and Support. Supported by the Learning Support & SEND Manager, the Safeguarding Manager and the Advice, Guidance & Welfare Co-Ordinator, the team is committed to delivering an exceptional experience to our learners, across all of the College's locations, to enable them to achieve and progress on to their chosen career through further or higher education opportunities or employment.

The College is an exciting and vibrant place offering vocational studies within state-of-the-art workshops delivering qualifications from Level 1 to Level 5 in a range of subject areas including; Construction, Engineering, IT, Hair & Beauty, Catering, Art & Design, Fashion, Music, Games Design, Health & Social Care and Foundation Learning. The College also offers Access courses for adult learners, and Maths and English GCSE and functional skills.

In January 2020, Suffolk New College merged with the Otley campus of Easton & Otley College. Re-named 'Suffolk Rural', the campus is located just 9 miles outside of Ipswich and is a specialist land-based campus that offers a range of courses including Agriculture, Agricultural Engineering, Animal Studies, Arboriculture, Construction, Equestrian Studies, Floristry, Foundation Learning and Horticulture.

SUMMARY OF BENEFITS AND TERMS AND CONDITIONS

SEND Officer (Fixed-Term Maternity Cover) (on-site)

Main Location*:	Rural Campus with occasional travel to Halesworth Salary £30,168 per annum pro rata (Working 29.6 hours per week, for 52 weeks per year equates to a salary of £24,134.4 per annum)
Salary Scale:	Business Support 3
Contract status:	Maternity Cover
Hours of work:	29.6 hours per week, 52 weeks per year
Pension:	Career average pension scheme in which employees contribute between 5.5% and 12.5% of salary
Holiday:	25 days per annum (pro rata if part time), plus statutory Bank Holidays and Christmas closure days
Staff Development:	Corporate, Departmental and Personal Development Programme opportunities.
Reporting to:	Director of Student Support & Safeguarding

* Suffolk New College is a multi-campus college; therefore you may be required to work at and travel between campuses.

JOB PURPOSE

Working to the Learning Support & SEND Manager you will work with curriculum teams and external agencies, demonstrating a commitment to removing barriers for learners with additional learning needs / SEND, enabling students to learn, achieve and progress.

You will have responsibility for organising, preparing and chairing Annual Reviews for learners with EHCPs, in line with the 0-25 SEND Code of Practice (2014), ensuring statutory timeframes are adhered to.

You will liaise with curriculum teams, external agencies and families to provide guidance through the EHC Assessment of Need process, initiating and processing requests when necessary.

You will be responsible for supporting the Learning Support & SEND Manager in making applications to the Local Authority for High Needs funding.

You will support with transition meetings and visits for learners with EHCPs, evidencing how outcomes will be met through the various mechanisms of support provided within the College.

As a member of the Additional Learning Support Team, you will communicate with and provide support to college staff on the provision of effective learning support strategies, inclusive of classroom strategies, for learners with SEND.

MAIN RESPONSIBILITIES AND DUTIES

1. To provide a pro-active, integrated and effective support service for learners with SEND, as outlined in the College's Local Offer.
2. To organise, prepare for and chair Annual Reviews for learners with EHCPs, in accordance with statutory timescales as described within the 0-25 SEND Code of Practice (2014), ensuring that the views, wishes and feelings of the learners are actively listened to.
3. In line with Local Authority guidance, to lead on Moving into Adulthood planning for learners with EHCPs, as part of the Annual Review process and throughout the academic year as appropriate, supporting learners to make a successful transition to adulthood.
4. To support the Learning Support & SEND Manager in making Local Authority funding applications for learners with High Needs.
5. To make recommendations regarding the allocation of resources and expenditure in relation to High Needs funding, working with colleagues to ensure support is effective and efficient for learners.
6. To liaise closely and work pro-actively with curriculum teams in the assessment and support of learners with High Needs to ensure an integrated and highly effective approach to learners' pre-course advice, guidance and transition experience.
7. To support the completion of Initial Assessments, identifying what strategies should be used to facilitate effective support, in line with outcomes as described by the Local Authority within a learner's EHCP.
8. To work closely with the Learning Support & SEND Teams to provide weekly updates to the Learning Support & SEND Manager regarding completion of Annual Reviews for learners with EHCPs – identifying any potential barriers in a timely way – and applications for High Needs funding.
9. To liaise with the Exam Access Arrangement Assessors and team Administrators to allocate and / or support delivery of any interventions required for learners with High Needs.
10. Contribute towards the development of appropriate support materials and resources as required by learners or staff, focussing on inclusive best practise.
11. To be responsible for liaising with relevant external agencies to ensure appropriate support is identified to meet the needs of learners with High Needs. E.g. with Health & Care, Specialist Support Services etc.
12. To ensure a joined-up approach to supporting vulnerable learners who, in addition to having an EHCP, also have a named Social Worker / Support Worker etc. E.g., through liaison with the Social Worker, identifying any additional barriers to learning and in combining an EHCP Annual Review alongside a PEP meeting.

13. To ensure that effective processes are in place to allow the timely production of reports, statistics, statements, statutory returns and other documentation as required by the College and other external agencies.
14. To assist in the ongoing development of Pro-Monitor and other tracking systems that relate to the effectiveness of support given, and the impact of support services.
15. To comply with Health and Safety regulations and policy and implement these effectively throughout all aspects of the role.
16. To take a pro-active approach and responsibility for the wellbeing and safeguarding of all learners.
17. Any other duties and training as may be required by management, which fall reasonably within the competence and level of job role.

This Job Description sets out the major duties associated with the stated purpose of the post. It should not be assumed that other duties of a similar level / nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, should there be such variation, appropriate training may be given to enable the postholder to undertake the new / varied work.

PERSON SPECIFICATION		
	Essential	Desirable
Education and Qualifications	• Good standard of education including Level 2 literacy and numeracy, or equivalent • Degree or equivalent demonstrable experience	• SEND qualification
Knowledge and Experience	• A clear understanding of SEND reforms and implications for colleges • A sound understanding of relevant legislation, including the Children and Families Act (2014), the 0-25 SEND Code of Practice (2014) and the Equality Act (2010) • Experience of supporting students with Education, Health & Care Plans • Knowledge / experience of ALS allocation for learners with High Needs • Experience of managing assessments of learners with additional or complex needs • Clear understanding of the role Additional Learning Support has in contributing to students' success and achieving the College's strategic objectives • Knowledge and understanding of current developments in the services available to support learners both internally and externally • Experience of working in education supporting young people • Experience of liaising with external agencies	• Broad knowledge of issues within the Further Education Sector • Experience of chairing multi-agency meetings
Skills	• The interpersonal skills necessary to sustain effective relationships on behalf of the College and external bodies and with its suppliers (customer service skills) • Excellent communication skills, both oral and written • Strong organisational, administrative and IT skills • Strong analytical, information, research and enquiry skills • Ability to determine learner resource and information needs • Planning, organisational and time management skills • Pro-active and ability to use initiative • Ability to manage learner behaviour and able to respond appropriately when faced with difficult situations • Flexibility to re-prioritise work with minimal warning • Excellent attention to detail and accuracy • Effective communication with a diverse range of audiences including young people, parents and external agencies • Teamwork and a commitment to sharing and promoting best practice	
Qualities & Attributes	• Student-focused approach • Active listening and coaching style • Sound judgement and ability to assess risk • Calm under pressure with a resilient approach • Self-awareness and reflective • Diplomacy, tact and integrity and with due regard for confidentiality	

Attitude	• Embeds and promotes equality, diversity and respect through all aspects of the role • Pro-active commitment towards safeguarding and promoting the welfare of young people • Positive and can-do attitude towards work • Actively participates in Continued Professional Development • Flexible approach to meet changing needs	
-----------------	---	--

EQUALITY & DIVERSITY

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity leave, sexual orientation, disability, age, ethnicity, religion or belief. As part of our ongoing commitment to Equality and Diversity, Suffolk New College guarantee an interview to all applicants who have declared a disability or are from a black or ethnic minority group who meet all of the essential criteria.

CRIMINAL CONVICTIONS

Suffolk New College welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s). Any post which involves direct contact with persons under the age of 18 or with vulnerable adults is exempt under the Rehabilitation of Offenders Act 1974 and applicants are required to disclose spent convictions. Appointments will be subject to an enhanced Disclosure check by the Disclosure and Barring Service.

INFORMAL ENQUIRIES

For informal enquiries please contact Hannah Slimm, Learning Support and SEND Manager via email hannahslimm@suffolk.ac.uk

BUSINESS SUPPORT 3 SALARY SCALE

	Salary Point	£ per annum
Business Support 3 Salary Scale	7	£30,168
	8	£31,368
	9	£32,415
	10	£33,459

Starting salary is £30,168 per annum, pro rata.

The College applies a job evaluation scheme to all business support roles to promote consistency, fairness, and alignment with our grading framework. Roles with comparable responsibilities are assigned

equivalent scores based on established criteria. Any adjustments to these scores will be uniformly applied across all similar roles.