STRADBROKE HIGH SCHOOL JOB DESCRIPTION

SEND Intervention Lead

Line Managers job title:	SENDCo
Salary:	Points 7-11 of the Support Staff Scale **FTE** £27,274 - £29,071 per annum **Pro rata** £19,813 - £21,495 per annum, including an allowance for holiday pay
Tenure:	Permanent
Contract type:	39 weeks
Hours per week:	31.25 hours per week

THE POST

Stradbroke High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a **SEND Intervention Lead.**

PERSON SPECIFICATION

The professional competencies expected of a SEND Intervention Lead are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The personal competencies expected for the role are:

- Engages with pupils appropriately and works with the best interest of pupils in mind;
- Able to work with minimum supervision;
- Understand and comply with statutory requirements and policies;
- Able to maintain confidentiality appropriately;
- Able to work as part of a team;
- Able to organise own time and workload;
- Have empathy and respect for all.

The qualifications and experience required of a SEND Intervention Lead are:

- A commitment to working with young people and future career aspirations;
- An ability to use your initiative.
- Some experience of delivering ASDAN, Life Skills or similar non GCSE qualifications
- Experience of supporting small groups of students in lessons and/or one to one work
- Achieved GCSE or equivalent in both English & maths at grade C/4 or above

JOB SPECIFICATION

General Responsibilities

The SEND Intervention Lead is responsible for undertaking activities to support individuals or groups of pupils, including more specialised support for those with special education needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. This will be under the instruction and guidance of teaching or other senior staff. The post-holder will also be required to work independently to provide one to one and small group support to students.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Coordinate and teach Enhanced Learning at KS3 & KS4 as part of the whole school timetable, ensuring students curriculum is not narrowed;
- Deliver interventions such as Nessy, Catch up and Rapid to small groups of students;
- Support the SENDCo and HLTA in liaising with parents;
- Act as a reader/scribe in public examinations, and complete appropriate training to do this;
- Act as a student mentor/point of contact, liaising with the pastoral team to ensure support for students and families;
- Line lead and act as Performance Management lead for TA's;
- Contribute to the completion of statutory processes such as Annual Reviews and target setting, including sharing views on student progress, meet with students/parents and where appropriate attend these meetings;
- Undertake social time duties and/or offer extra curricular opportunities for students;
- To undertake a range of routine tasks to support learning;
- To plan and carry out activities with students which enable them to make progress;
- To assist in class with individuals or small groups;

- To plan, deliver and monitor the impact of small group provisions to students with varied SEND;
- To support students with their physical needs as required;
- Support with transition activities to ensure a smoother transfer between education establishments
- To undertake routine tasks to support the teacher e.g. preparing materials, display work;
- To utilise your own subject knowledge to contribute to the wider school;
- To take part in trips and visits as part of the curriculum offer to students;
- To contribute to the moral and spiritual development of each student in line with the school's ethos;
- To support the school in meeting its legal requirements;
- Be willing to be a first aider
- To actively promote the school's corporate policies, including the dress code;
- To comply with the school's health and safety policy and undertake risk assessments as appropriate;

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	39 weeks
Hours per week	31.25 hours per week
Normal working Pattern	Monday – Friday 09.00am-15.45pm
Unpaid Breaks	30 minutes lunch break
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	Annual holiday entitlement for full-time support staff will be 34 days (including bank holidays), rising to 38 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any

	additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- **Points 7-11** of the Support Staff Salary Scale
- **FTE Salary:** £27,274 - £29,071 per annum
- **Pro rata salary:** £19,813 - £21,495 per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund.

MID-YEAR ADJUSMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.