



WOODBRIDGE HIGH SCHOOL

SEND Support Officer

Line Manager – Head of Inclusion/SEND/CO

Scale: LBR 5 - 36 Hours Per Week/Term time only

Job Description

Main Duties

1. To support the day-to-day running of the school's new SEND Inclusion Hub.

The Inclusion Hub is an exciting small group provision launching in September 2023. This will provide support for SEND students who may be placed in the Hub for a single day or for a longer period of time. Students will study a wide-ranging and adapted curriculum when in the hub.

2. To organise and support the delivery of SEND interventions

Duties and Responsibilities

1. To lead the day-to-day running of the SEND Inclusion Hub
2. To help deliver a curriculum for the Hub which is wide-ranging and adapted for the needs of the students
3. To support KS3 lessons in a variety of subjects in the Hub
4. To support the wellbeing of students in the Hub, working in collaboration with the Wellbeing Department
5. To liaise with parents of students in the Hub and provide regular updates
6. To support with the assessment of incoming Y7 students and casual admissions in KS3
7. To support with the writing of SEND student profiles (IEPs)
8. To organise a range of SEND interventions and support their delivery
9. To support the Head of Inclusion and the Deputy Head of Inclusion in the running of the Inclusion department, including the school's SEND and EAL provision.

SEND Support Officer

SELECTION CRITERIA

1. Education and Training

- Good honours degree - D
- Evidence of further training appropriate for the post - D

2. Experience

- Experience of working with SEND children in schools - E
- Experience of working in a multi-cultural, comprehensive school and a commitment to equal opportunities - D

3. Abilities

- The ability to think creatively about SEN support and support strategies with long-term impact - D
- The ability to work to and meet deadlines - E
- The ability to work in co-operation with others including colleagues from external agencies - E

4. Other requirements

- Understanding of intervention approaches and the ability to monitor and evaluate their effectiveness in relation to individual pupils - D
- The ability to help pupils develop new ways of thinking and strategies that will enable them to develop their self-esteem and long-term skills - D
- Excellent communication skills - E
- Excellent organisational skills - E
- An excellent record of health and attendance - E